



# SANDRINGHAM EAST PRIMARY SCHOOL

## First Aid Policy

### Rationale

- Children and staff have the right to feel safe and well, and know that they will be attended to with due care and diligence when in need of medical attention.
- First aid and provision of adequate treatment will be provided for children when in need in a competent and timely manner, whilst attempting to eradicate or at least minimise injuries to students at school.

### Aims

- To protect the health and well being of children and staff
- To administer First Aid to children when in need in a timely and competent manner
- To communicate children's health problems to parents/guardians when necessary
- To encourage Parents/ Guardians to communicate children's health problems which are relevant to our duty of care whilst they are at school
- To provide supplies and facilities to cater for the administration of First Aid
- To maintain a sufficient number of staff ( Teachers and Education Support ) trained with First Aid, CPR, and use of EPI Pens.
- Staff as required to complete Level 2 First Aid Training.
- To increase awareness and understanding of asthma; diabetes, severe allergic reactions; and to actively support the school community in the effective management of asthma and allergies.

### Implementation:

#### School Responsibilities

- To maintain a high number of staff ( Teachers and Education Support ) trained with First Aid, CPR, and use of EPI Pens through training all staff in attendance on the January Curriculum Day each year. This includes blood spills, asthma, diabetes and allergic reaction management. Revision of recommended procedures for administering asthma medication and allergy/anaphylaxis recognition and treatment will also be reviewed annually at this training by Vic First Aid.
- Staff as required to complete Level 2 First Aid Training.
- A First Aid Room will be available for use at all times, equipped with a comprehensive supply of basic First Aid materials.
- First Aid kits will be taken on all camps and excursions along with the children's permission forms with relevant medical information.
- A complete First Aid kit will be kept in the main office in case of an emergency as well as a Defibrillator.
- An up-to-date confidential register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where the treating first aid teacher considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form, and entered onto CASES21.

- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on (13 23 60) and reference should be made by staff to the school's Incident Management policy.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with others before deciding on an appropriate course of action.
- Ice packs (or refrigerated gel packs) are commonly used in first aid to reduce swelling, to decrease blood loss and to reduce pain will be stored in the freezer compartment of the staffroom fridge. Ice packs will never be applied directly to skin.
- Ambulance Victoria has provided the following advice with regards the use of ice packs in first aid treatment:
  - Ice packs can be applied to minor injuries such as bumps or bruises to the head, neck or shoulder area.
  - Always remove an ice pack from the skin if pain or discomfort occurs.
  - Do not apply an ice pack to the nose in case of nose bleeds. Use a cold compress (a cloth rinsed in cold water) instead.
  - Do not use an ice pack if the patient is drowsy, less than alert, unconscious or has been unconscious, any suspicion of a fracture, any suspicion of spinal injury, any injury to eyes or ears, any penetrating injury or any open wound.
- Children in the First Aid Room will be supervised by a staff member at all times
- A confidential, up to date register will be kept of all injuries or illnesses experienced by children that require First Aid treatment.
- For any injury to the head, and more serious injuries / illnesses the parents/guardians will be contacted so that professional treatment may be organised.
- All staff will be provided with basic First Aid resources including a supply of protective disposable gloves available in the First Aid Room, Yard duty bags and in the classroom.
- Stocking of the yard duty bags is the responsibility of the First Aid officer, delegated by the Principal.
- Yard Duty teachers will carry a bag with basic first aid supplies for treating minor injuries whilst in the playground.
- More serious matters will be referred to the First Aid Officers on duty in the staffroom at recess and lunchtimes whilst at other times injuries will be referred to Principal / AP and ES staff at the Office.
- Injuries involving blood MUST have the wound appropriately covered at all times.
- Parents/guardians will be contacted and advised to take responsibility for ill or seriously injured children. If the child requires hospital treatment and the parent/guardian cannot be contacted an ambulance will be called to transport the child to hospital.
- Copies of signed forms giving consent for medical treatment will be taken on all camps and excursions with statement below -
 

*(In the event of illness or injury to my child, I authorise the teacher in charge of the excursion, where it is impracticable to communicate with me, to consent to emergency medical arrangements / treatments on my behalf, as are deemed necessary by a qualified medical practitioner. Such consent includes anaesthetics, blood transfusions and operations. I agree to pay all medical, hospital, ambulance and other expenses incurred on behalf of my child.*

*Medical information concerning my child the teacher should know: )*
- New parents to the school will be informed of life threatening reactions to allergy-causing foods that have been banned in the school by School Council. (Anaphylactic reactions are immediate, severe, life threatening reactions to an allergy-causing substance.). Specific details for dealing with allergy and anaphylaxis are detailed in our Anaphylaxis Policy as well as detailed information for Asthma sufferers in our Asthma Policy.

- At the commencement of each year requests for updated medical information will be sent home, including requests for asthma management plans, high priority medical information and reminders to parents/guardians of policies and practices used by the school to manage First Aid, illnesses and medication throughout the year.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times (Ventolin may be administered without parental permission, as recommended under DET Guidelines)
- Children with a known severe allergic reaction will have a management plan in place and parents/guardians will provide an Epi Pen for their child. Emergency medication will also be available for use and stored in the First Aid room.
- Children with specific and urgent medical issues will have their photo and action plans displayed outside the First Aid room, in the school office and in yard duty bags.
- No medication, including headache tablets, will be administered to children, with the exception of Ventolin, without the express written permission of parents/guardians.
- Staff will ensure safe practices in response to bleeding students, blood spills and other body fluids as outlined in our Blood Spill policy.

### **Parent Responsibilities**

- Children will be excluded from school in line with DET guidelines regarding infectious diseases
- No medication, including headache tablets, will be administered to children, with the exception of Ventolin, without the express written permission of parents/guardians. This approval must be granted for a specified reason and requires a signed letter of approval which may be a signed fax or a scanned signed letter via email. In an emergency, parents will be contacted by phone to approve the administering of the necessary medication.
- Students with asthma will require the appropriate asthma medication, properly labelled, along with an asthma management plan.
- Students with allergies will require the appropriate allergy medication, properly labelled, along with an allergy management plan.
- All students attending excursions and camps will require a signed permission form providing medical details and giving permission to contact a doctor or ambulance if needed.
- No parent or child is to remove or use First Aid equipment unless supervised by a staff member.
- Parents/guardians are to advise the school of any change of address, telephone numbers and emergency contacts, doctor or place of work, or any changes to medical information
- Parents/guardians must ensure that children with severe allergic reactions or illnesses have a management plan and the appropriate medication is available for use at school

### **Evaluation**

- A register of all school community injuries reports be kept in the office.
- Safety issues will be monitored on an ongoing basis as necessary.
- A register of all First Aid Trained staff will be held at the office and updated each year.

This policy will be reviewed as part of the school's review cycle unless an issue arises which requires review or DET/Medical authorities make policy changes.

### **Related Policies:**

- Anaphylaxis Policy
- Asthma Policy
- Blood Spill Policy
- Infectious Diseases Policy

- Students with Significant Health Needs Policy
- Sharps and Needle stick Injuries Policy
- Diabetic Policy

**This policy was ratified by School Council – March 2015**