



First Aid Policy

2019 - 2022

Teamwork – Honesty – Respect –
Belonging

Rationale:

- All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

Aims:

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To provide 1 occupational first aider (Level 3) to oversee and coordinate all things first aid and safety related. A Level 2 trained first aider will assist the OFA.
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate.
- To maintain up to date knowledge and skills in the management of Anaphylaxis and Asthma emergencies.

Implementation:

- A sufficient number of staff to be trained to a level 2 first aid certificate. Annual CPR will be provided for all staff.
- The First Aid Coordinator will be trained to Occupational First Aid (Level 3)
- In accordance with the Ministerial Order No.706 All staff will undertake an accredited Asthma Emergency Management first aid course every 3 years. The Occupational First Aider (Level 3 trained) will give all staff an Asthma Management briefing bi-annually.
- All staff will undertake in accordance with the Ministerial Order No.706 official in-school Anaphylaxis Emergency Management training. The training will be provided by the staff trained as Official Anaphylaxis Supervisors.
- Student epipens will be in an individual and clearly labeled with name and photo red container, on the bench in the First Aid Room.
- The School will purchase four generic epipens in both sizes if both sizes are required. One of each will be housed in a clearly labeled red pouch to be stored in the First Aid Room, Room 17, the Stadium foyer and the Kitchen.
- The class teacher of any student who requires an epipen will use the labeled book on the bench in the First Aid Room to sign for the epipen when removed and returned.
On a camp or excursion the student's individual epipen and an identical generic epipen will be taken by the student's classroom teacher or the first aid officer for the camp.



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First Aid Room and in all first aid kits. The yard duty bags will also act as class Emergency Asthma Management Kits as there is one for each double room.

- In the Senior School, when a student brings reliever medication from home it can be kept in their school bag for administration when required. If capable the student can self administer. If required the teacher or E.S staff can assist. When administered information can be documented in the chronicle on Compass.
- In the Junior School, when a student brings reliever medication from home it can be kept with the teacher or in their school bag for administration when required. The class teacher or E.S. must supervise and assist with the administration. When administered information can be documented in the chronicle on Compass.
- On a parents request Asthma medication can be housed in the First Aid room.
- A first aid room will be available for use at all times. A comprehensive supply of first aid materials will be stored in a cupboard in the first aid room.
- The First aid Coordinator will check supplies in the portable first aid kits at the end of every term. Classes and specialist areas have very basic kits. The Level 2 first aider will monitor them regularly
- Camp and Excursion First Aid kits will be stored in the First Aid Room located in Office Area in Building A. They will be removed on the morning of the excursion/camp and replaced on the afternoon of return.
- A First Aid kit will be housed in the Literacy Support room in Building B, Library in Building A and the P.E Teachers Office in the Stadium.
- All injuries or illnesses that occur during class time will be referred to the teacher or closest E.S. staff member who will manage the incident. If a student is ill and needs to go home the teacher or E.S. can call the parents from the classroom.
- If the class teacher or E.S staff member are not comfortable managing the student's injury the Occupational First Aid Officer may be called to offer advice or continue with the management.
- Parents/guardians of ill children will be contacted to take the children home.
- Administration staff must be advised of any students who are going home or left to rest in the sickbay during class hours. The red light must be turned on to indicate there is a child in the first aid room.
- If possible students will rest or wait for parent/guardian pick up in the classroom as it allows the student to be supervised at all times.
- It is the responsibility of the staff member leaving the child in the first aid room to continually check on the student's wellbeing during class hours.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office. It is the responsibility of the Administration Staff to have the parent/guardian sign the child out as they leave the school.



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All injuries or illnesses that occur during recess or lunch breaks, will be referred to the staff member on first aid duty.

- Students will be reminded to see a Yard Duty staff member before coming inside. They can be sent into the sickbay with a pink first aid slip and a buddy, or with an E.S. staff member. If the First Aid Room is unattended the student is to go to the staffroom and ask for assistance.
- A carbon copy log book located in the first aid room will be filled in with all injuries or illnesses experienced by children, staff members or visitors by the staff member treating. The white copy will be sent home with the ill or injured.
- 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 a staff member considers the injury to be greater than “minor” will be reported on DEECD Accident/Injury form LE375, by the treating staff member and entered onto CASES21 by administration staff.
- Staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves and aprons will be available for use by staff.
- Minor injuries only will be treated by staff members on yard duty, while more serious injuries- including those requiring parents/guardians to be notified or suspected treatment by a doctor - require at least a level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without written permission of parents or guardians. All medications will be stored in the lockable cupboard in the sick bay. The Occupation First Aid Officer has a key and there is also a key in the main office.
- The medication log book will be filled out when medicine is given.
- Medication will be given out by the Occupational First aid Officer (Level 3). If the Occupation First Aid Officer is absent, the Principal will give the medication or nominate a PFA (Level 2) Officer to administer the medication according to the parent/guardians wishes.
- A detailed account of a child’s injuries will be kept in the office as evidence of first aid provided. More serious injuries/illnesses will be reported to parents/guardians as soon as possible.
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- All school camps and excursions will have at least one Level 2 first aid trained staff member at all times.



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Comprehensive first aid kit will accompany all camps no matter where they are located and with excursions if it is out of the CBD area along with a mobile phone. If it is a CBD area excursion up to four first aid bum bags are available to be taken along with the mobile phone.

- All children attending camps or excursions will have provided a signed medical form providing medical details giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All children, especially those with a documented asthma management plan or an anaphylaxis management plan will have access to asthma reliever medication, a spacer and an appropriate epipen at all times.
- The first aid coordinator and the nominated PFA (level 2) first aider is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- At the commencement of each year, requests for updated first aid information will be sent home including asthma management plans, anaphylaxis management plans, high priority medical forms, and reminders to parents/guardians of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.

Reference: <http://www.education.vic.gov.au/hr/ohs/hazards/Firstaid.htm>

This policy was ratified by School Council on 20/03/2019

Acting Principal: Effie Sultana

President: Jaswinder Kaur

This policy will be reviewed in 2022.



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