



# PATTERSON LAKES PRIMARY SCHOOL

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## FIRST AID POLICY

### RATIONALE

All children at Patterson Lakes Primary School 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. Patterson Lakes Primary School is responsible for providing adequate first aid facilities and sufficient trained staff. The Department acknowledges that early intervention is critical, especially in relation to a student with an identified health care need. It is essential that upon enrolment or when a health care need is identified, the school has clear plans and processes in place to support the student's health care. School staff have a duty of care to a student to take reasonable care to avoid risk of injury that are reasonably foreseeable. A teacher's duty of care is greater than that of an ordinary citizen in that a teacher is obliged to assist an injured student. Patterson Lakes Primary School is responsible for providing adequate first aid facilities and sufficient trained staff.

### AIMS:

- To maintain a sufficient number of staff members trained with a Level 2 First Aid certificate with annual CPR updates.
- Under the provisions of the Occupational Health and Safety Act 2004 and the Department of Education's duty of care obligation to students, our school is responsible for providing first aid facilities and sufficient staff trained to an appropriate level of competency in first aid.
- 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.

### IMPLEMENTATION

- As part of the duty of care owed to students, teachers are required to administer first aid when necessary within the limits of their skill, expertise and training.
- In the case of serious injury or illness, neither the principal nor the teacher is required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioner in attendance.
- Determine the number of first aid trained staff required and the level of first aid training required.
- Ensure that adequately trained staff are available at all times at school and on camps and excursions.
- First aid shall be administered according to DET guidelines, Level 2 First Aid training and the Occupational Health and Safety Act 2004
- Students will be instructed to report all injuries or sickness to a teacher.
- Minor injuries may be treated by the teacher at a classroom level (i.e. small abrasions, cuts or scratches).
- No student should be kept in the first aid room for longer than necessary.
- Parents who collect children from First Aid will sign the child out of the school in the Early Departure register maintained in the school office.
- When students are involved in local excursions, the classroom teacher is responsible for ensuring that any individualised medication is taken from the first aid room (e.g. EpiPens or Asthma medication).
- All visits to the first aid room will be documented in writing in the First Aid Injury and Treatment Register by the treating first aid officer.

### CARE FOR ILL/INJURED STUDENTS

Students who are unwell should not attend school. If a student becomes unwell or badly injured during the school day they will be directed to the sick bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

## COMMUNICATION

- All new enrolments will be required to disclose medical conditions that may require First Aid at school.
- Any students requiring medication at school, must complete a Medication Authority Form and all medication must be kept in its original packaging. The school will ensure that a comprehensive medical contact form is updated annually.
- Details of student with life threatening and/or severe illnesses, allergic reactions and/or conditions will be displayed in the office, Staff Room, First Aid Room, school hall, resource room, yard duty bags and in affected children's classes. Teachers are expected to be familiar with these students, their conditions, requirements and appropriate action to instigate in an emergency.
- All Casual Relief Teachers (CRTs) are to be made aware of the needs of these specified students through individual teachers' class CRT folders.

### **First Aid Management**

If there is a situation or incident, which occurs at school or a school activity, which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a serious injury or condition, or in an emergency, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student, Patterson Lakes Primary School will:
  - record the incident on CASES21
  - Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Regional Director and DE&T Emergency and Incident Support and Operations Centre immediately on (03) 1800 126 126 and WorkSafe on (13 23 60) and on EduSafe.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

### **First Aid Administration**

- At the commencement of each year, requests for updated first aid information will be sent home including requests for any allergy, asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- It is recommended that all students have personal accident insurance and ambulance cover.

### **First Aid Room (Kits and Supplies)**

- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- A confidential up-to-date register, located in the first aid room, will be kept of all injuries or illnesses experienced by children that require first aid.
- Our First Aid Officer will 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.
- The First Aid room will be the designated First Aid area for administration of first aid unless impractical owing to the location of the accident or injury (e.g. student unable to be moved).
- First Aid bags will be taken in every instance that a school group leaves the school grounds. These will be stored in the First Aid room and maintained by the First Aid Officer.
- All classrooms will be supplied with basic First Aid kits. It is the responsibility of the classroom teacher to ensure that their kit is re-stocked as necessary.
- All teachers must carry their First Aid bag when on yard duty, and wear a yellow jacket so as to be easily recognised by children in the school yard.

## **Camps and Excursions**

- A comprehensive first aid kit will accompany all camps, along with a mobile phone as per DET guidelines.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and 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.
- Parents are encouraged to discuss the needs of their child with the class teacher or the teachers organising the school camp.
- As a minimum, one First Aid bag per busload of students must be taken on all school camps and be accessible whilst travelling

## **LINKS AND RELATED LEGISLATION:**

Occupational Health and Safety Act 2004

DET Guidelines

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx>

First Aid Infection and Control Advice

<http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx>

<http://www.education.vic.gov.au/management/governance/spag/health/firstaid/default.htm>

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

<http://www.worksafe.vic.gov.au/wps/wcm/connect/wsinternet/worksafe/home/forms+and+publications/compliance+code/first+aid+in+the+workplace+cc>

<http://www.eduweb.vic.gov.au/edulibrary/public/stuman/wellbeing/MinisterialOrder90.pdf>

[http://www.resus.org.au/policy/guidelines/section\\_10/bls\\_training.htm](http://www.resus.org.au/policy/guidelines/section_10/bls_training.htm)

## **OTHER FIRST AID RELATED POLICIES AND DOCUMENTS**

- Anaphylaxis Management Policy
- Asthma Policy
- Allergy Management Policy
- Epilepsy and Seizure Policy
- Medication Management Policy
- Head Lice Policy


## **EVALUATION**

Guidelines are updated annually and/or as per DET recommendations. This policy will be reviewed as part of the school's annual review cycle.


## **CERTIFICATION**

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, August 14<sup>th</sup> 2019

Signed.....

  
School Council President

Signed.....

  
Principal