



# PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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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 and CPR qualifications.
- 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).
- If a student is too ill or badly injured to resume normal class activities, the parents or nominated guardian will be contacted and provided with the opportunity to collect the student from school
- 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 the register of injuries/illness by the treating first aid officer.
- In urgent cases an ambulance will be called or 000 dialled for further medical assistance. In this instance the family of the person being treated will also be contacted.
- 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 Security Management Branch immediately on (03) 9589 6266 and WorkSafe on (13 23 60) and on EduSafe.
- Parents have a duty of care not to send ill children to school and to notify the school of any medical condition applicable to their child that staff may be required to deal with.

## COMMUNICATION

- All new enrolments will be required to disclose medical conditions that may require First Aid at school.
- Any students requiring medication to be given at school will provide the school with the medication and will complete a Medication Authority Form. Unless otherwise requested, this will be kept in the First Aid Room on a labelled shelf.
- 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
- Asthmatic and Anaphylactic students will have an additional management plans completed.

### 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 Coordinator 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.

### First Aid Supervision

- Supervision of the first aid room will form part of the daily yard duty roster. Any children in the first aid room are supervised by our First Aid Officer or a trained staff member.
- All injuries or illnesses that occur during class time will be referred to our First Aid Officer who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the teacher on duty in the first aid room.
- Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor - require 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 the written permission of parents or guardians.
- Parents/guardians will not be notified of minor injuries to students, but if a child is injured at school and the injury is deemed more serious than a slight graze or bump, parents will be notified in writing. For more serious injuries/illnesses, the parents/guardians will be contacted by our First Aid Officer or another staff member so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- 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 teacher considers the injury to be greater than "minor" will be reported on **CASES21 INCIDENT NOTIFICATION FORM**, and **entered onto CASES**.
- Parents of ill children will be contacted to take the children home and must sign the child out of the school in a register maintained in the school office.

### **Professional Learning**

- Mandated professional learning will be provided on the topic of Anaphylaxis as per the Ministerial Order 706. These will occur twice a year.
- Revision or introduction of recommended procedures for asthma, diabetes, blood spills and any other first aid related procedures will be communicated to staff throughout the year. This also may be determined by student needs or enrolments, DET directives or recommendations from medical organisations.

### **Emergencies**

- All teachers 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.

### **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 Guidelines
- Asthma Policy
- Head Lice policy
- Peanut – Food Allergy 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 on October 18, 2016

Signed.....

  
School Council President

Signed.....

  
Principal