



Morang South  
Primary School

## **FIRST AID** **(including arrangements for ill students)** **2019-2023**

### **Rationale:**

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

### **Aims:**

To ensure the school community understands our school's approach to first aid for students.

### **Policy:**

#### **Implementation**

From time to time Morang South Primary School staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

### **Staffing**

The principal will ensure that Morang South Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. At Morang South Primary School sufficient numbers of staff, includes at least 1 administration staff member to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.

This staffing includes;

- supervision of the first aid room to form part of the daily yard duty roster, though for the sake of consistency of treatment and communication effectiveness, only a small number of qualified and appropriate staff members will be allocated to first aid room duty
- ensuring that all children are adequately supervised while providing first aid, comfort for a child suffering trauma or children who have become unwell at school
- minor injuries only (such as scratches) being 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 or level 3 first aid trained staff member to provide first aid.
- all staff to have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a staff member should confer with others before deciding on an appropriate course of action.
- all school camps having at least one Level 2 first aid trained staff member at all times.

## First aid kits

Morang South Primary School will maintain:

- a major first aid kit which will be stored in the First Aid Office
- at least 8 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  - First Aid Office
  - Paringa Complex
- a comprehensive first aid kit will accompany all camps

The First Aid Officer 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, as the Principal's nominee.

## Care for ill students

*Students who are unwell should not attend school.*

If a student becomes unwell during the school day they may 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.

- all injuries or illnesses that occur during class time will be referred to a Level 2 first aid trained administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the staff on duty in the first aid room.
- any children with injuries involving blood or broken skin must have the wound covered at all times.
- no medication (including headache tablets) will be administered to children without the express written permission of parents or guardians using the appropriate Medications Administration form
- parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the staff member providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the first aid officer/administration staff so that professional treatment may be organised.
- any injuries to a child's head, face, neck or back must be reported to parents/guardian as soon as practical.
- any student who is collected from first aid 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 officer considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury Form
- parents or emergency contacts of ill children will be contacted to take the children home.
- parents who collect children from school for any reason (other than emergency or the end of the school day) must sign the child out of the school in a register maintained in the school office.

## 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.
- 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 on EduSafe .
- all children attending camps or excursions will be required to provide a signed medical form providing medical details and granting 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 attending camps or excursions who require medication will be required to provide a signed Medications Administration form providing details of medications to be administered and granting teacher’s permission to administer the medications.
- all children with asthma or diabetes or anaphylaxis are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, hypo kits or epipens etc. needed to implement their plan at school.
- at the commencement of each year, requests for updated first aid information will be requested via the newsletter including requests for any updated 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.
- general organisational matters relating to first aid will be communicated to staff at the beginning of each year. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year.
- it is recommended that all students have personal accident insurance and ambulance cover. The cost of any medical attention or ambulance for a student will be borne by the parent/guardian.
- if first aid is administered for a minor injury or condition, Morang South Primary School will notify parents/carers by sending a note home to parents/carers and a phone call if deemed necessary
- if first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical
- a first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- a register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.

- 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, Morang South Primary School will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.

Written permission is required from parents or guardians to be able to administer any analgesics, including paracetamol and ibuprofen. **This is because these medications can mask signs of serious illness or injury.** In addition to written consent, verbal permission will be required from parents or guardians on the day of administration and details of the phone call will be logged. Students requiring regular administration of analgesics will be required to provide a Medical Care plan from a medical practitioner.

*First aid for anaphylaxis and asthma is provided for in our schools:*

- *Anaphylaxis Policy*
- *Asthma Policy*

## FURTHER INFORMATION AND RESOURCES

- *Health Care Needs*
- *Administration of Medication*
- *Anaphylaxis*
- *Asthma*

## REVIEW CYCLE

### Evaluation:

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

<b>Date Implemented</b>	28/03/2019
<b>Author</b>	DET Template Assistant Principal/Principal
<b>School Council Approval</b>	Not Required
<b>Date Reviewed</b>	
<b>Responsible for Review</b>	Assistant Principal
<b>Review Date</b>	28/03/2023
<b>Related Policies &amp; Materials</b>	Administration of Medication Policy Anaphylaxis Policy Asthma Policy Camps and Excursions Policy
<b>References</b>	<ul style="list-style-type: none"> <li>• Victorian Government Schools Policy Advisory Guide</li> </ul>