



ROMSEY PRIMARY SCHOOL FIRST AID POLICY & PROCEDURES

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. It is a legislative requirement of the school to provide a safe and secure environment for all. The school has a duty of care to administer first aid to anyone requiring it.

Aims:

- To administer first aid, and provide appropriate treatment for children when in need in a competent and timely manner
- Provide a safe environment to minimise injuries to students.
- To ensure proper care, including pastoral care of injured students.
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate.

Implementation:

- All injuries to students must be assessed and attended to in a timely manner.
- All children who receive first aid treatment will have illness/injury documented by teacher providing first aid, indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For any serious injuries/illnesses, the administration staff must contact the parents/guardians so that professional treatment may be organised.
- Any injuries to a child's head, face, neck or back must be reported to parents/guardian and requires separate documentation.
- First aid supplies are to be available in the first aid room, gymnasium, and art room area, each atrium, learning neighbourhood and canteen.
- Basic first aid equipment will be carried by yard duty teachers.
- An appropriate transportable first aid kit and mobile phone will be taken on all school camps, excursions and off campus activities. A variety of transportable kits are available from the first aid room
- A first aid room and first aid kits will be available for use at all times. An appropriate supply of basic first aid materials will be stored in a cupboard in the first aid room. Regular checks and restocking of the first aid supplies will be conducted by the First Aid Coordinator. All staff are responsible for reporting low stocks or out of date stock to the Co-ordinator that has come to their attention to assist in this process.
- A nominated member of staff with first aid accreditation will be responsible for:
 - maintaining stocks of first aid equipment in the designated areas as well as yard duty bags and first aid kits for excursions and other out of school activities in accordance with DET requirements
 - ensuring that first aid documentation and reference materials are maintained and accessible to first aid personnel.

- communicating general organizational matters relating to first aid to staff at the beginning of each year.
 - implementing a daily roster for the first aid room.
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- Copies of Asthma and Anaphylaxis Management Plans and associated medications are provided by Parents/Guardians and are to be kept in the staffroom. Unless a specific Asthma Management Plan has been provided for the child, their Asthma will be managed according to the Victorian Schools Asthma Policy for Asthma First Aid (See Asthma Policy)
 - First Aid kits containing approved items to be taken on all excursions, camps and sporting events off-site. All kits to include Ventolin. On an out of school excursion, the teacher in charge will ensure that any student with an allergy has their Anaphylaxis kit collected from the staffroom.
 - All staff to be provided with professional development on basic First Aid management skills on an annual basis, where possible. An appropriate number of staff (including at least 1 Administration staff member) is to be trained to Level 2 First Aid certificate and with up-to-date CPR qualifications. All school camps will have at least one Level 2 First Aid trained staff member in attendance. ES staff are supported in maintaining their First Aid qualifications.
 - Supervision of the first aid room and supervision of the yard will be part of the weekly duty timetable located in staffroom. Any children in the first aid room will be supervised by a staff member at all times. Children should not to be in First Aid room unless receiving treatment/being supervised.
 - All injuries that occur during class time will be referred to the administration staff who will manage the incident. All injuries that occur during recess or lunch breaks will be referred to the teacher on yard duty first for initial assessment, before being referred to the staff member on first aid duty. No child will be left unsupervised in the first aid room after recess or lunchtime breaks.
 - Where necessary, a handover procedure will occur to classroom teacher, specialist teacher or office staff.
 - An up-to-date confidential register located in the first aid room will be kept of all injuries or illnesses experienced by children who require first aid.
 - For the safety of staff and students and to minimize cross-contamination, all staff will be provided with knowledge of basic Biohazard Management skills, (for vomit and blood spills) including knowledge of where Bio-Waste Absorbent Powder and protective disposable gloves are stored and available for use in First aid room.
 - Any children with injuries involving blood must have the wound covered at all times.
 - Children with minor injuries will be treated by staff members on yard duty and/or first aid duty first, whilst more serious injuries, including those requiring parents to be notified or where it is suspected that treatment by a doctor is required - a level 2 first aid trained staff member should provide first aid.
 - No medication, including headache tablets or alternative medicines, will be administered to children without the express written permission of parents or guardians. Parents can download the medication Policy which includes a medication administration form from the office to fill out.

- There are 5 Rs to take into consideration when handling and administering medication for students.
 - Right Medication
 - Right Person
 - Right amount/dosage
 - Right times for administering
 - Right expiry date on medication
- A member of staff is to be appointed First Aid Co-ordinator. The Co-ordinator will be responsible for the purchase and maintenance of first aid supplies, checking and restocking yard duty bum bags contents, ice packs and their covers, the portable first aid kits, and the general upkeep of the first aid room.
- The location of all incidents resulting in serious injuries must be recorded by the staff member in attendance, to enable potentially unsafe areas or equipment to be identified within the school. Any potentially dangerous areas or equipment are to be recorded in the hazard register whether or not an injury has occurred. Serious accidents or injuries are to be investigated by the Principal or delegate. This may result in modifications to a work or play area.
- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Region and DET Emergency and Security Management Branch immediately on (03) 9589 6266 and reference should be made to the school's Incident Management Policy.
- The Principal must ensure the School Council president is informed of serious injuries suffered by student e.g. broken bones, sutures, ambulance required, hospitalisation etc.
- 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.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any 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.
- All staff will be responsible for basic first aid in the classroom i.e. band-aids/icepacks. If the illness or injury is deemed to be sufficiently serious or there is any doubt about the condition of a child, the child will be sent to the first aid room.
 - Classroom teachers sending a child to the first aid room will send the child with a first aid card (green) and notify the office staff or other first aid provider of their intention, and indicate what action is required of the person providing first aid.
 - Injured or sick children will be escorted to and from the first aid room by a member of staff or a student.
 - The office staff or other first aid provider will contact the classroom teacher when the child is ready to return to the classroom.
- When the injury is such that the child cannot be moved:
 - Classroom injury – the office will be contacted by phone and/or a red card issued. A first aid provider will take a transportable first aid kit to the child.
 - Playground injury – a red card will be issued. A first aid provider will take a transportable first aid kit to the child.
- Staff accredited in first aid will be responsible for the dissemination of first aid and emergency information to other staff and be willing to participate in the risk management process within the school

- If a child requires a change of clothing (including underwear) in an emergency, the parents/guardian will be contacted by phone and given the opportunity to attend school and change their child.
 - If the parent is unable to change their child, then permission must be sought (if not already given on a child's student management plan) for a staff member to change the child's clothing (including underwear).
 - Once permission has been given to change the child's clothing, two staff members must be present.
 - In the case of a male child – a male and female member of staff.
 - In the case of a female child – two female members of staff
 - The incident is to be treated as a first aid attendance and will be documented in the accident register and first aid book.
- This policy may be read in conjunction with the school's Anaphylaxis, Medication, OH&S and Asthma Policies.

Evaluation:

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

Date Ratified by School Council: 7th December 2016

Review Date: December 2019