



# Portland South Primary School

## FIRST AID Policy

### **Rationale:**

Portland South Primary School is committed to the health and wellbeing of all our students. We endeavour to ensure that all students are healthy and safe whilst at school and that incidents and health issues of individuals are addressed appropriately. We wish to provide accurate and ongoing monitoring of individual children's health and safety and to create an awareness of procedures to be followed to meet the needs of all individuals.

### **Definitions:**

First Aid – the emergency treatment and life support provided to employees, students and visitors who suffer injury or illness while at work/school, using the facilities or materials available at the time. It should be realised that 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. Diagnoses and treatment is the responsibility of the ambulance officer or medical practitioner called to the scene.

Medication - any substance used to alleviate any medical condition.

### **Aims:**

- To gain an awareness of individual's medical needs and how to best treat them.
- To improve communication between home and school regarding medical issues and ways to best address the needs of individuals.
- To maintain consistency when implementing first aid to students.
- To ensure staff are aware of procedures and follow them accordingly.
- To provide appropriate training to staff in the use of specialised equipment as needed (e.g. Epipen).
- To provide consistent records and accurate recording of all incidents/accidents within the school for the CASES21 registry.
- To meet DET requirements.

### **Implementation:**

General -

- All staff members to maintain Level 2 First Aid qualifications.
- A first aid room/sickbay will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room. Each classroom to have a basic supply of first aid materials in a sealed container.
- A member of staff 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.
- Students should not be left unsupervised in the sickbay – if a student is too ill to remain in class then parents are to be notified to collect him/her as soon as

possible. If a child is receiving medication for a short term condition or illness the recommended place for them to recover is at home.

- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma 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 school.
- When each child enrolls at school an immunisation form is required to be given to the office.
- Parents/guardians will be required to complete a DEECD Confidential Medical Information Form for each student prior to participation in a School Council Approved school camp.
- A comprehensive first aid kit will accompany all excursions, off site sporting activities and camps.
- As a general health precaution, adequate hygiene practices must be used at school. Disposable gloves, tissues or hand towels will be used and hands and nails will be washed thoroughly.
- Each child with an ongoing medical condition or severe allergic reaction requires a Student Medical Condition Management Plan to be completed e.g. Asthma, ADHD, Epilepsy, Anaphylaxis Copies of Medical Management Plans will be kept with medication in the first aid room. Copies will be given to each student's class teacher.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revision of the recommended procedures for administering emergency medication e.g. for asthma and anaphylaxis, will also be given at that time.
- Professional development with regard to specific illnesses will be provided to staff on the basis of need.

#### Provision of first aid –

- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the classroom teacher and administration staff.
- Minor injuries will be treated by staff members at school, while for more serious injuries parents will be notified and/or ambulance called.
- Parents will be phoned if child receives any injury to the head.
- Any children with injuries involving blood must have the wound covered at all times.
- 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 a DEECD Accident/Injury form LE375, and entered onto CASES 21.

#### Medication -

- The use of Medication requiring the use of an injection cannot proceed without prior consultation with the principal.
- Medical devices e.g. Asthma spacers are to be provided by parents.
- Medication is to be handed into and collected by the parent/guardian from the office staff in a named and dated sealed container.
- Medication will be kept in the first aid room out of children's reach.
- Parents/guardians are responsible for the regular maintenance of their child's medical/emergency information, medication and medication delivery devices.
- Asthmatic sprays i.e. Ventolin, Respolin may be kept by children trained in their use. This practice must have the parent's written stipulation.
- Only the amount of medicine required to be dispensed that school day should be sent to the school where practical.
- Administration staff member will administer the medication.
- Analgesics / cough mixtures are to be treated at school in the same manner as prescription medicines.
- All medicine should be kept in an appropriate place away from children's access, with the exemption of Ventolin and Respolin.

**Evaluation:**

This policy will be reviewed in 2022.

This policy was last reviewed in September 2019