



FIRST AID POLICY

BLACKBURN LAKE PRIMARY SCHOOL

Florence Street Blackburn 3130

RATIONALE:

- To ensure that the health and wellbeing of all at Blackburn Lake Primary School assumes the highest priority.
- To promote a safe and caring environment where everyone will be attended to, with due care, when their physical and/or emotional wellbeing is at risk.
- The First Aid Policy is to be read in conjunction with BLPS's Care Arrangements for Injured/Ill Students and Medication Policies.

AIMS:

- To provide first aid to students, staff and any visitors to the school who suffer, injury or illness or emotional distress during school hours. This includes camps and during extracurricular activities.
- To ensure there is an efficient and effective process for the administering of first aid in a competent and timely manner.
- To ensure effective communication with parents if their child is injured or ill.
- To ensure and maintain staff members are trained in Level 2 First Aid, CPR and Anaphylaxis Management
- To provide the opportunity for ongoing professional development training that supports staff in the area of health and first aid.
- To ensure appropriate first aid supplies and facilities are readily available to cater for the administering of first aid.

IMPLEMENTATION:

TRAINING

- Under the *Children's Services Regulations 2009* (Regulations) all staff members required to meet child staff ratios must have completed first aid and anaphylaxis management training (Regulation 63.1)
- Under DET *Ministerial Order No.706 - Anaphylaxis Management in Schools* and associated *Anaphylaxis Guidelines (2016)*, staff must successfully complete an Anaphylaxis Management Training Course every two years and participate in briefings occurring twice each calendar year
- All new staff with a duty of care for students are to complete an induction process with regard to first aid management.
- Staff must update their First Aid qualifications every three years, CPR every year and Anaphylaxis Management (*eline training*) every two years.
- All staff with a duty of care for students will complete Asthma education at least every three years.

COLLECTION and DESIMINATION OF FIRST AID INFORMATION

- 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 eg ASCIA Action Plans for Anaphylaxis, 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 staff meetings.
- Information about students with known or severe medical conditions including asthma, anaphylaxis, epilepsy, diabetes, heart conditions and kidney issues will be provided to all staff.

- Additional professional development relating to a specific illness will be provided to staff where required.
- Staff will be informed of students who require daily medication to be administered during school hours.
- The co-ordinator of First Aid will oversee emergency Asthma management plans for students of the school and provide equipment to manage an asthma emergency.
- Any revisions or recommended procedures for administering asthma medication will be communicated to all staff.
- All children, especially those with a documented Asthma Care Plan for Education Services, will have access to Ventolin and a spacer at all times.

MANAGEMENT OF FIRST AID

- The First Aid Room will be available for use at all times.
- Parents of ill children will be contacted by the class teacher or the first aider on duty. (*Specialists and CRT teachers to make contact with parent or request Office Staff to do so.*)
- All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty in the First Aid Room.
- Serious injuries or illnesses that occur during class time will be referred to the First Aid teacher on duty / co-ordinator.
- Supervision of the First Aid Room will form part of the daily Yard Duty Roster.
- Any children in the First Aid Room will be supervised by a staff member at all times.
- Minor injuries only will be treated by staff members on duty. Where injuries appear more serious ie are suspect of requiring treatment by a doctor – parents will be notified.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposal gloves will be available for use by staff
- 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 express written permission of parents/guardians.

FIRST AID SUPPLIES

- A member of staff 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.
- A comprehensive supply of first aid materials will be stored in a locked cupboard in the first aid room with an additional supply readily available for access.
- First aid kits will also be available in the Canteen, Music Room, Art space and Multi- Purpose Room (OSCP).
- A comprehensive first aid kit will accompany all camps (and excursions) along with a mobile phone.
- First Aid supplies will be checked at beginning of each term (DET First Aid Kits – Contents Checklist Procedure No: DEE EHU 27-5-2)
- An AED (Automated External Defibrillator) is located in the room adjoining the main First Aid Room. The AED has a battery life of 4 years. The battery will need to be replaced by 07.12.2020. The Defib. Pads have a two-year life span and will need replacing by October 2018.

RECORDING OF INCIDENTS

- 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. Completed 'Illness/Injury Parent Notification' books will be filed and stored in Office compactus.
- Parents of all children who receive first aid in the first aid room will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries / illnesses, the parents/guardians will be contacted so that professional treatment may be organized. Any injuries to a child's head, face, neck or back will be reported to parents/guardian.
- Parents of ill students will be contacted to take their child home.
- 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 DET Accident/Injury form, and entered onto CASES21 INCIDENT NOTIFICATION FORM.

- Serious injuries to students will be reported to the Department’s Emergency Management and Security Unit. 9589-6266
- Any injuries to staff will be fully documented on the incident reporting system EduSafe and serious injuries also reported to Worksafe Victoria.
- Parents/Guardians who collect children from school for any reason must sign the child out of the school in the register maintained outside the Assistant Principal’s Office.
- All staff 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.
- It is recommended that all students have ambulance cover.
- Schools can 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 from any land line in Victoria

CAMPS and EXCURSIONS

- Staff members holding current Level 2 First Aid Certificates and trained in Anaphylaxis Management will be in attendance on all school excursions and school camps.
- 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 they require treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- The DET Student Safety and Risk Management document in relation to First Aid requirements for school excursions, swimming and water safety programs will be followed.

References DET website

- OHS Advisory Service on 1300 074 715
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*

EVALUATION

This policy will be reviewed within three years as part of the School Policy Review Program.

RATIFIED BY SCHOOL COUNCIL: September, 2017

PRINCIPAL: Loisia Steed

SCHOOL COUNCIL PRESIDENT: Dan Watts