



# FIRST AID POLICY

BLACKBURN LAKE PRIMARY SCHOOL  
FLORENCE STREET BLACKBURN 3130

## PURPOSE

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

## SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

From time to time Blackburn Lake Primary School (BLPS) 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 BLPS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

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)

## First aid kits

BLPS will maintain:

- 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.

## 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 First Aid room and monitored by staff in attendance. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

### 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.
- If first aid is administered for a minor injury or condition, BLPS will notify parents/carers by sending a note home to parents/carers or by phoning them.
- 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.
- 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 due to a specific accident (incident) requiring **specific intervention or an ambulance**, BLPS 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.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

### FURTHER INFORMATION AND RESOURCES

- *Occupational Health and Safety Act 2004 (Vic)*
- *Occupational Health and Safety Regulations 2017 (Vic)*
- WorkSafe Compliance Code – First Aid in the Workplace
- BLPS Asthma Policy
- BLPS Anaphylaxis Policy
- BLPS Medication Policy
- Medication Authority Form
- Medication Administration log

### REVIEW CYCLE

This policy was last updated in August 2020 and is scheduled for review in August 2023.

## **Appendix 1: IMPLEMENTATION OF POLICY (BLPS SPECIFIC)**

### **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.

## **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 the Archive Storage System.
- 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 (Compass Kiosk) 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.