

SURFSIDE PRIMARY SCHOOL

FIRST AID POLICY



1. PURPOSE

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

2. SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy* From time to time Surfside 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.

3. POLICY

Staffing

The principal will ensure that Surfside Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

First aid training will be offered annually to ensure staff are appropriately trained.

At least six staff (including one administration staff member) to be trained to a Level 2 first aid certificate, and with up to date CPR qualifications. The school will keep a record of the first aid status of all staff.

As of June 2021, Surfside Primary School's trained first aid officers are:

Cam Marchbank, Kellie Hewson, Jake Wilkie, Peter Walsh, Linda Giggins, Diana Wright, Kerry Coghlan, Michal Dwyer, Tania Jeffrey, Gill Hodgson, Adrian Chapman, Robyn Frew, Katie Ramage, Jamie-Lee McPherson, Penny Morris, Stacey O'Keefe

First aid kits

Surfside Primary School will maintain:

- A major first aid kit which will be stored in the school safe
- Five portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the school safe area.
- Our office staff will be responsible for maintaining all first aid kits.

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 first aid room 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.

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:

- 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 cupboard in the first aid room. (Children's medication is to be kept in the General office). First Aid supplies will also be available in the PE. Office and classrooms.
- Supervision of the first aid room will form part of the daily yard duty roster during recess and lunchtime. Rostered staff will have current level 2 first aid qualifications.
- Any children in the first aid room will be supervised by a staff member at all times.
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may confer with others before deciding on an appropriate course of action.
- 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, Surfside Primary School will notify parents/carers by entering a chronicle on Compass.
- Any injuries to a student's head, face, neck or back, must be reported to parents/guardians or where a teacher considers the injury to be greater than "minor" will be reported to the Department's Security Services Unit on 03 9859 6266 and entered onto CASES21
- 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.
- In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.
- Compass Chronicles will be used to record all injuries or illnesses experienced by students that require first aid.
- All staff will be provided with basics first aid management skills including blood spills and a supply of protective disposable gloves will be available for use by staff.
- Only minor injuries will be treated by staff members on yard duty, while more serious injuries including those requiring parents to be notified or suspected treatment by a doctor- require a Level 2 first aid trained staff member to provide first aid.
- Any student with injuries involving blood must have the wound covered at all times
- No medication, prescription or non-prescription, will be administered to students without written permission of parents or guardians

Prevention

- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone. One staff member will be responsible for first aid and medications.
- All students 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 the student requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All students, especially those with a documented asthma management plan, will have access to Ventolin and spacer located in first aid room.
- General organizational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.
- In each classroom, hall, library and main office there will be a copy of instructions for dealing with an anaphylactic reaction.

Communication

- Parents of all students who receive more than basic first aid will receive a chronicle 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 must be contacted so that professional treatment may be organized.
- Parents of ill students will be contacted to take the students home.
- Parents who collect students from school for any reason (other than emergency) must sign the student out of the school in a register maintained in the school office.
- 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 year or when any change in medical direction occurs. If there is a change of the child's first aid information during the year the parent is required to inform the school immediately.
- The parent community will be notified in writing of any significant health issue in the school- such as gastro.
- Staff will be informed when students are out of class in first aid.

4. FURTHER INFORMATION AND RESOURCES:

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

5. EVALUATION AND REVIEW

This policy will be reviewed every two years to ensure that school practices reflect current curriculum guidelines and evidence based pedagogy and assessment practices.

Last revised and updated – June 2021 and due to be ratified at School Council in July 2021.