



First Aid

POLICY 2020

Rationale:

At Myrniong Primary School 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.

Aims:

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate.

Implementation:

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications
- 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 locked cupboard in the first aid room
- First aid kits will also be available in the school
- 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
- 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 teacher on duty in the first aid room
- 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
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff
- Minor injuries only will be treated by staff members on 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 children with injuries involving blood must have the wound covered at all times
- For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian
- 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 Department of Education Accident/Injury forms and entered onto CASES.
- Parents of ill children will be contacted to take the children home
- Parents who collect children from school for any medical reason, illness or injury, (other than emergency) must sign the child out of the school in a register maintained in the First Aid Room
- All teachers 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
- A comprehensive first aid kit will accompany all camps, along with a mobile phone
- 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

their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school

- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times
- 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
- 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
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time
- All staff will attend anaphylaxis training each year
- It is recommended that all students have personal accident insurance and ambulance cover. NOTE: School staff will use their own discretion in calling an ambulance when required.

Administration of Medication

- Records of medication administered by staff to students and agreements to these administrations must be stored at school. E.g. listing times, doses and dates is required
- Confidential records are kept and only accessed by authorised personal at the school. EG Administration staff and class teacher
- Accurate and up to date paper work will be kept in the offices
- Administration of medicine takes place at appropriate time
- Procedures are in place for the distribution of medication
- A display folder or notice board of all children with relevant medical information will be in the first aid room at all times
- A member of the executive team will ensure that communication occurs between parents, caregivers and staff when receiving written or verbal instruction from the prescribing doctor
- It is the responsibility of the parent/caregiver to notify the school if their child is taking over the counter medication. Medications like travel sickness, antihistamines, Ventolin, cough mixture and analgesics (e.g. aspirin and paracetamol) can have side effects and are only to be administered with written parent permission
- Only the exact dose of prescribed medication for the day can be brought onto the school premises. The exception being the use of epi-pen for anaphylaxis or liquid medications. Staff are not to administer prescribed medication, which require specialist triaging such as giving injections

COVID-19 POLICY (MAY 2020)

- Hand Sanitiser should be available and everyone should continue to protect themselves and prevent the spread of COVID-19 with effective hand hygiene
- Arrangements to be in place that enable social distancing between adults in school and immediately outside the school, including in teaching and learning environments and staff facilities, as well as at times such as school drop-offs and pick ups
- Any staff, children or people who are ill should not attend school

Evaluation:

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