



## FIRST AID POLICY

### PURPOSE

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

- To promote a safe and caring school environment where everyone knows that they will be attended to with due care when their physical or emotional wellbeing is at risk.
- To provide first aid, emergency treatment and life support to students, staff and visitors to school.
- To ensure there is a reliable process for first aid available and administered to those who need it.
- To provide professional development training that supports staff in the area of health and first aid.
- To provide information and advice to parents related to children's health as appropriate.
- To ensure basic first aid supplies and facilities are readily available to cater for the administering of first aid.

### SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

### DEFINITIONS

**First aid** is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

**First Aid Room** (Sick Bay) is a dedicated room with supplies required to administer the first aid treatment of unwell students, staff or visitors, until more advanced care is provided or the person recovers.

**Anaphylaxis** is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

An **Epipen** is a prescribed adrenaline autoinjector given into the muscle of the outer mid-thigh as the first aid treatment for anaphylaxis. Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. Adrenaline autoinjectors are designed so that anyone can use them in an emergency.

## POLICY

From time-to-time Rangeview 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.

### **Staffing**

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

A trained member of staff holding a current Level 2 First Aid Certificate will be appointed as the First Aid Coordinator each year.

Rangeview Primary School's trained first aid coordinator is: Robynne Hoskin

- The school will maintain a Register of Staff trained in First Aid.
- All staff will be trained annually in the management of anaphylaxis and the use of Epipens. They will progressively update their training as required to include the use of Epipens and undertake competency checks.
- General organisational matters relating to first aid will be communicated to staff yearly, when information changes or at induction of new staff.
- Professional development with regard to specific illnesses will be provided to staff on the basis of need.
- A trained member of staff holding a current Level 2 First Aid Certificate will be on duty each school day during recess and lunchtime.

### **First Aid Kits**

Rangeview Primary School will maintain:

- A dedicated First Aid Room with supplies will be available for use at all times (next to the main office).
- A major portable first aid kit will be stored in the First Aid room.
- 10 portable first aid kits which may be used for excursions, camps, or yard duty will be stored in the First Aid Room.

Robynne Hoskin will be responsible for maintaining supplies in all first aid kits and the First Aid room.

### **Care for ill Students**

Students who are unwell should not attend school. If a student attends school and is ill, staff may contact the parent/carer to collect the student from school.

If a student becomes unwell during the school day, they may be directed to First Aid Room (Sick Bay) 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.

All staff have the authority to call an ambulance immediately if they assess a situation as a medical emergency.

## **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.
- In the event of the application of a band-aid or the application of an ice-pack as a precautionary measure parents/carers may not be notified.
- If first aid is administered for a minor injury or condition, Rangeview Primary School will notify parents/carers by a completed illness/injury Parent Notification form indicating the nature of the injury, any treatment given, and the name of the staff member providing the first aid.
- In addition to receiving written notification, parents of children who receive injuries to their head or neck will be contacted by phone.
- 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 to a student requiring doctor, dental or hospital treatment, Rangeview Primary School 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.

- All non-student incidents which result in an injury will be recorded on EduSafe – The Incident Reporting and Hazard Management System.
- Worksafe Victoria will be notified of all notifiable incidents by the principal and/or their delegate by phoning 132 360 with 48 hours of becoming aware of the incident.

## **Medication**

If a student requires medication, Rangeview Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, Rangeview Primary School understands that students may need to take medication at school or school activities. To support students to do so safely:

- All medication is required to be signed in at the school office by the parent/carer.
- Medications must be in the original labelled manufacturers packaging. Home labelled medication cannot be given. Prescription medication must have the prescription label with the student's name on it.
- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
  - the name of the medication required
  - the dosage
  - the time the medication is to be taken
  - how the medication is to be taken
  - the dates the medication is required, or whether it is an ongoing medication
  - how the medication should be stored.
- No prescription or other medication including tablets for pain relief will be administered to children without the written permission of parents/carers except in the case of an asthma or anaphylaxis attack. The Medication Authority Form should be used.
- Students, especially those with a documented asthma management plan will have access to their own reliever medication eg. Ventolin and a spacer and/or that provided by the school.
- Medications to go on excursions will be signed out and signed back in by the classroom teacher.

## FURTHER INFORMATION AND RESOURCES

- Anaphylaxis Policy
- Asthma Policy
- Administration of Medication Policy
- Health Care Needs Policy
- [DET Anaphylaxis Policy](#)
- [DET Asthma Policy](#)
- [DET Medication Policy](#)
- [DET Health Care Needs Policy](#)

## REVIEW CYCLE

This policy was last updated in June 2021 and is scheduled for review in 2024.