

Date Reviewed: May 2022
Responsibility: First Aid Officer

School Council Reviewed: May 2022
Next Review Date: May 2025

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*

Where required, it is an obligation of the school to provide initial First Aid and care to ill or injured students, staff and other adults who may be visiting the school.

Some children attending GKPS will have a medical condition that will require care beyond the usual operating procedures of the school. Each child's situation will be treated individually. The following process is to be used as a guideline in developing a management plan suitable to the level of need.

POLICY

From time to time GKPS 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 GKPS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

GKPS trained first aid officers are:

- Lia Aiello Trained May 2021
 - Jenny Bourke Trained May 2021
 - Louise Ramsdell Trained May 2021
 - Carla Di Lizio Trained May 2021
 - Sherryn Owen Trained May 2021
 - Annemarie Webb Trained May 2021
 - Tiffany Glynn Trained May 2021
 - David Blackburn Trained May 2021
- All staff should have concern for, and be able to care for, the physical wellbeing of students. On occasions, care may need to include other adults also.
 - All staff are required to administer First Aid within the limits of their skill, expertise and training.
 - 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. When an ambulance has been called, immediate contact must also be made to a parent/guardian.

- When an ambulance is called, in the event that a student's parent/guardian is not present to travel in the ambulance with the student, a staff member will accompany the student if permitted to do so by an ambulance officer.
- In calling an ambulance, it is not the school's responsibility to pay for this service if the patient isn't covered for ambulance transportation.
- Unless it is an emergency situation, at least one staff member administering First Aid should hold a current First Aid qualification of Level 2 First Aid (HTLAID003), or the equivalent or higher.
- A number of staff are to be trained (minimum 4) to a level 2 first aid certificate (HTLAID003) which includes up-to-date CPR qualifications.
- One member of staff (First Aid Officer) will be allocated responsibility for the overall organisation of first aid and care procedures including provision of supplies, equipment, medication administration, staff training and management of the sick bay. This person also has the responsibility of ensuring that students with special health/medical needs are cared for.
- The person responsible for first aid should be immunised against Hepatitis B.

First aid kits

GKPS will maintain:

- A major first aid kit which will be stored in the First Aid Room
- 6 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
 - Main Office

The First Aid Officer will be responsible for maintaining all first aid kits.

- Classrooms and teachers on yard duty will be provided with basic first aid supplies suitable for managing and treating minor injuries or ailments.
- Students with more serious injuries/ailments, including those requiring parent notification, need to be sent to the office for first aid administration and care.

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 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.

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, GKPS will notify parents/carers via Compass notification.
- 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 GKPS will:
 - record the incident on Compass
 - 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.

- Students requiring medication to be administered by a staff member must provide written instructions from a parent/guardian. No medication, including headache tablets, will be administered to students without written permission. A form for this purpose is on the school's website. When dispensing oral medication, the name of the child and dose must be checked by the first aid officer prior to administering the medication. (Ref also *Administration of Medications* policy)
- Students with asthma are permitted to carry their medication and self-administer as may be required. The school also has back-up asthma medication for use as and when required.
- Students who require an **auto-injector pen** have these located centrally in the First Aid room and/or have a supervising adult take it with them if they leave the school on an excursion. (Ref also *Anaphylaxis Management Policy*)
- Parents of an ill child will be contacted to take their child home.
- Parents who collect children from school for any reason (other than an emergency) must sign the child out on the Early Dismissal Register at the school office.
- It is the parent's responsibility to provide current information to the school about known and severe medical conditions affecting their child. This information should initially be provided to the First Aid Officer and then be brought to the attention of all staff. A photograph shall be prominently displayed to all caregivers (staffroom, First Aid Room, Yard Duty folders, class roll), detailing the child's name, their condition and course of action in an emergency. Throughout the year, parents will also be reminded (website, Linkletter) to provide updated First Aid information particularly if their child has asthma, diabetes, anaphylaxis or other high priority medical needs. Reminders to parents about the policies and practices used by the school to manage First Aid, illnesses and medications will also be given on an ongoing basis.
- All staff will be provided with basic First Aid management skills as may be required, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- General organisational matters relating to First Aid and care will be communicated to staff at the beginning of each year and as required, throughout the year. For example, anaphylaxis management, students with special medical needs, first aid and CPR training opportunities, medication administration, use of walkie-talkies etc.
- A comprehensive First Aid kit will accompany all camps and excursions and supervising adults need to have access to a mobile phone.
- All school camps should have at least 1 Level 2 (HTLAID003) First Aid trained adult in attendance.
- All children attending camps or excursions will have provided a signed medical permission 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 permission forms are to be taken on camps and excursions, as well as copies kept at school.
- 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.
- As the school is not expected to provide accident insurance cover, it is recommended that parents/guardians look into providing their children with appropriate personal accident insurance and ambulance cover.

First aid management for children with special medical needs

- Identification: The parent is to notify the school when the child is enrolled or develops the medical condition.
- Identify the Level of Need: In partnership, the parent and school representative will ascertain the extent of the condition and the level of need.

Is a specific management plan required?

- If NO*
 - Class teacher notified.
 - Follow standard first aid.

- If YES*
 - Develop an Individual Management Plan. The working group to include parent, and both School and relevant medical personnel.

- Implement the following guidelines in the development of the Individual Management Plan
 - Identify risk. Include special factors eg food risk: might include peer and peer family notification
 - Document and communicate Action Plan including any Emergency Procedures.

- Implement staff awareness and training procedures.
- Implement Casual Relief Teacher awareness.
- Implement timing of notification: eg. For new enrolments these issues can be worked through prior to reception.
- Notify subsequent teachers, peers.
- Notify Year Round Care.

The Individual Management Plan will be documented and published as per the requirements of the working party. It will be located in the First Aid Room.

Communication

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

Further information and resources

This policy should be read in conjunction with the following Department policies and guidelines <https://www2.education.vic.gov.au/pal>

- First Aid for Students and Staff
- Health Care Needs
- Infectious Diseases
- Blood Spills and Open Wounds
- Medication
- Syringe Disposals and Injuries

The following school policies are also relevant to this First Aid Policy

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