

## First Aid Policy

### Rationale:

The school has procedures for supporting student health for students with identified health needs and will provide a basic first aid response as set out in the procedure below to ill or injured students due to **unforeseen circumstances** and requiring **emergency** assistance.

### Aims:

This policy is designed to:-

- Ensure that students who require first aid while at school or on school activities have it administered correctly by nominated staff members.
- Provide clear guidelines to nominated staff and parents/carers for the administration of first aid to students.

### Duties:

The First Aid Officer/s is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.

Their specific duties include:

Participating in the risk management process within the school as part of the school's OHS team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards.

Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers.

Coordinating first aid duty rosters and maintaining first aid room and first aid kits

Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the school (e.g. cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury.

Recording all first aid treatment.

Providing input on first aid requirements for excursions and camps.

Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other **staff may be required to help within their level of competency.**

### Procedures:

In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians before calling for medical attention except in an extreme emergency.

In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school.

All accidents and injuries will be recorded on the Department's injury management system on CASES21.

A Record of First Aid Treatment will be kept in the general office on Compass, students will have individual entries in their name.

All injuries to the head are reported to the parents/emergency contacts.

First aid kits will be available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion.

Portable first aid kits will be available for staff on yard duty.

- These kits will contain:
- a pair of single use plastic gloves, a gauze and band-aids, record book & pen, First Aid passes

If a student develops signs of what appears to be an anaphylaxis or asthma attack, appropriate care must be given immediately.

### Emergency Contact numbers:

Poisons Information Service                      13 11 26  
 Ambulance    000

### Sick Bay- Hints and Guidelines for all staff

All children attending sick must have their details written in a Compass Chroicle, including date, name, grade, injury and what assistance was given to the child and who gave that assistance. During recess and lunch children should have a sick bay pass from a yard duty teacher. If the injury or illness is obviously serious then the child must be attended to. Office discretion applies. Children attending during class time should have a pass from their teacher. Those children that attend without a pass should be sent back out to obtain one. If the injury or illness is obviously serious then the child must be attended to. Check the front of the sick bay book prior to treating any child to check for alerts/allergies etc. For all injuries that involve the head/neck area or injuries of a more serious nature, the childs parents/guardian must be notified. For any child presenting with vomiting, parents/carers must be notified and asked to collect the child. For all children going home, parents must sign them out on the Compass Kiosk. For children reporting symptoms of Asthma, individual Asthma Action plans should be consulted and Ventolin/medication administered as per the plan. Children must have an authority to administer medication form filled out by a parent/guardian prior to any medication being administered by staff. Children attending for regular medication are written into the green daily medication book.

### Sick Bay pass

**Melton Primary School**

# Sick Bay Pass

Date \_\_\_\_\_ Time \_\_\_\_\_

**Has the child:**

**Had a drink**  
 **Been to the toilet**  
 **Had a rest in class first**


Childs Name \_\_\_\_\_

headache     feels sick     wet pants  
 asthma         vomited        soiled pants  
 other \_\_\_\_\_

Teacher \_\_\_\_\_


icepack

circle below



Paper cuts, fallen out teeth, items needing a band aid can be dealt with in class.

## Sick Bay recording example




**Sick Bay Visit**  
Recorded by Catherine (Cathy) WHEELAHAN - WHE

**Comment** [redacted] came to sick bay with an itchy neck, bite mark, covered with band aid, ice applied to soothe

**Sickbay Check-out Time:** 10:00 AM  
**Sickbay Check-in Time:** 09:40 AM

Sick Bay Attendance  
Recorded Mar 10 at 09:46am, Occurred Mar 10 at 09:45am




**Sick Bay Visit**  
Recorded by Catherine (Cathy) WHEELAHAN - WHE

**Comment** [redacted] came to sick bay after bumping the top of her head on the playground, sight bump, no dizziness or feeling sick, ice applied

**Sickbay Check-out Time:** 02:12 PM  
**Sickbay Check-in Time:** 02:00 PM

Sick Bay Attendance  
Recorded Apr 27 at 02:00pm



Comment from Catherine (Cathy) WHEELAHAN - WHE

Contacted mum via text to inform

Recorded Apr 27 at 02:13pm

Ratified at School Council May 2020