

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.

Staffing:

- Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.
- This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.
- The Principal will ensure that Melton Primary has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

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.**

- 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.

First Aid management

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.

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.

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

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:

- 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 is administered to a student resulting from a student incident, injury or illness, Melton Primary will:

- record the provision of first aid treatment on Compass.
- If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
- if care was provided in response to a medical emergency or reportable incident, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

In accordance with Department of Education and Training policy, 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

First Aid Kits

Melton Primary will maintain:

- A major first aid kit which will be stored in the office store room
- Portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in the back room of the office.
- Office staff will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [First aid kits](#).
- Small portable kits with gloves/band aids will be provided to yard duty teachers and regularly re stocked.

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 Chronicle, 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.

For all injuries that involve the head/neck area or injuries of a more serious nature, the child's 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.

Appendix:
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 _____

Teacher _____

icepack

circle below




Reasons

headache feels sick wet pants
 asthma vomited soiled pants
 other _____

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, slight 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

Policy review and approval

Policy last reviewed	February 15 th 2023
Approved by	Principal
Next scheduled review date	August 2026