Purpose:
Rolling Hills Primary School is committed to the health and wellbeing of all our students and staff. We endeavour to provide accurate and ongoing monitoring of individual children's health and safety by creating awareness of procedures to be followed to meet the needs of all individuals. Accidents should be treated efficiently and recorded for future reference.

Aims:
- To administer first aid to children, when necessary, in a competent and timely manner.
- To communicate children’s health problems to parents, when considered necessary, and to support organisations where appropriate.
- To provide supplies and facilities to cater for the administration of first aid.
- To maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate.

Guidelines
- Staff will be aware of individual medical needs and how to treat them affectively.
- Communication between home and school regarding medical issues and appropriate methods of addressing the needs of individuals will be maintained.
- Staff will adhere to appropriate First Aid procedures.
- Annual training of staff will be provided in the use of specialised equipment such as Epipens.
- Consistent records will be maintained to enable accurate recording of all accidents within the school for the CASES 21 registry.
- A sufficient number of staff (including at least 1 administration staff member) will be trained to a Level 2 First Aid Certificate, and will have up-to-date CPR qualifications.
- Parents will be informed if their child appears to be unwell whilst in our care.
- Parents will notify the school if their child appears unwell, has any medical condition or has contracted any contagious disease.

Minimum First Aid Kit Requirements.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Rubber gloves</td>
<td>Non stretch tape hypo allergenic</td>
</tr>
<tr>
<td>Sodium chloride 9% 30ml</td>
<td>Conforming gauze bandages</td>
</tr>
<tr>
<td>Gauze swabs 7.5cm x 5cm</td>
<td>Scissors</td>
</tr>
<tr>
<td>Wound dressings</td>
<td>Stingoes 25ml</td>
</tr>
<tr>
<td></td>
<td>Non adhesive dressings</td>
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<tr>
<td></td>
<td>Band-aids</td>
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</tbody>
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Implementation
1. Beginning of Year Organisation
- 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.
- Ensure that CRT folders and Yard Duty folders contain a summary of First Aid and health emergency procedures.

2. First Aid Room
- Rolling Hills Primary School will ensure that the First Aid Room houses:
  - A current register of children with a medical condition and a plan of action as advised by parent/guardian should this condition cause affect a child;
  - A current register of medication dose and administration regime as advised by parent/guardian of children with a medical condition (either chronic or acute);
  - A current list of contact details of all children in the school.
• Children who are injured or sick in the yard need to approach a yard duty teacher who will determine the seriousness of injury or illness and send child to the First Aid Room for attention by the teachers on First Aid duty if necessary.
• Two members of staff are on duty at the First Aid Room during recesses and lunchtimes.
• Office and Admin staff to be available at other times when a child is ill or injured during class time; to be notified of the circumstances under which a child needs to be admitted to First Aid Room.
• Staff to check medical alert board for allergies and other treatment advice prior to treating child.
• Staff member to record incident in the First Aid Book. Original copy sent home, duplicate remains in the First Aid Room.
• Staff to ensure any serious accidents are recorded onto the white Cases 21 Incident Notification Form, and handed in to the office to be entered onto the Cases register for future reference.
• Parents & Friends Association to provide a roster to maintain the cleanliness of the First Aid Room bed linen.
• Maintain minimum number of staff qualified in First Aid training as per DEECD guidelines. Ensure all staff are given the opportunity to update CPR knowledge as required.
• A nominated person is to ensure that the First Aid Room is kept stocked appropriately to deal with any first aid incidents.

3. Administration of First Aid
• A nominated person, in consultation with the parent/guardian, should ensure an individual medical management plan is determined for children with specific medical needs (eg, Asthma, diabetes, ADD, severe allergies, continence, chronic health, etc.)
• Children should not be responsible for their own medication, except regular medication for asthma and monitoring blood glucose levels in diabetics.
• First Aid kits will be appropriately cleaned, stocked and checked regularly to ensure that there are no items out of date.
• Any medication kept at school for administration during school hours should always be kept in the First Aid Room cupboard or refrigerator for access by staff only. A written authorisation for medication administration (including instructions for dosage, time, etc.) is to be provided by parents.
• Any children with injuries involving blood must have the wound covered at all times.
• No medication, including headache tablets, will be administered to children without the express written permission of parents or guardians.
• All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
• RHPS staff can 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 from any land line in Victoria for the cost of a local call.

4. Actions Beyond 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.
• Students who are unwell will be monitored by staff and parents contacted as required.
• No assumption will be made on the condition of the child; however it should be recommended that the child be taken to a medical practitioner as a precaution.
• In an emergency situation, the parents or the emergency contact people listed on the emergency form will be contacted immediately. If we are unable to reach any of the emergency contacts the school will decide if an ambulance is required.
• It is recommended that all students have personal accident insurance and ambulance cover.

5. Classroom Management
• The Admin staff will notify the class teacher if a student is still receiving First Aid attention after the bell.
• Each classroom has a proforma indicating First Aid requests. These come with the child to the office indicating needs and duration of First Aid. Classroom teacher will inform the office if a child is to remain in the First Aid Room after recess/lunchtime, on the document supplied.
• Each classroom will have a basic first aid kit consisting of rubber gloves, band-aids and swabs to deal with minor cuts and abrasions.

6. First Aid on Camps & Excursions
• All school camps will have at least 1 Level 2 first aid trained staff member at all times.
• 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. Refer to Excursion Policy and process.
Evaluation:
This policy will be reviewed as part of the school’s three-year review cycle.

References: