

First Aid

Status: Final July 2015
Education Sub-Committee

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 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.
- To communicate children's health problems to parents, when considered necessary, and to liaise with support organisations where appropriate.

Guidelines:

- Rolling Hills Primary School will follow the *DET School Policy Advisory Guide*. (See references below).
- Staff will adhere to current first aid procedures as mentioned in the above guide.
- 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.
- To be read in conjunction with the *RHPS Ambulance at School, Asthma, Anaphylaxis, Diabetes and Special Medical Needs Policies*.

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.
- 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 when necessary throughout the year.
- Staff will be provided with twice yearly briefings in the use of Epipens [and Anapens](#).
- Staff will be made aware of first aid requirements for students with identified health care needs.
- CRT folders and Yard Duty folders will be updated annually, or as required, to contain a summary of current 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 identified health care needs and a plan of action as advised by parents/guardians should this condition cause adverse effects to a child.
 - a current register of medication dose and administration regime as advised by parents/guardians of children with a medical condition (either chronic or acute).
- Staff to check medical alert board for allergies and other treatment advice prior to treating child.
- Staff to record first aid treatment/incident in the First Aid Book. Original copy sent home, duplicate remains in the First Aid Room.
- Serious accidents are to be recorded onto the Cases 21 Incident Notification Form, and handed to the office to be entered onto the Cases register for future reference.
- A nominated person will ensure that the First Aid Room is kept stocked appropriately to deal with any first aid incidents and to ensure first aid kits will be appropriately cleaned, stocked and checked regularly to ensure that there are no items out of date.
- 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, ADHD, severe allergies, continence, chronic health, etc.)
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times. *Refer to the RHPS Asthma Policy*.

3. Administration of First Aid

- Major first aid kits will be available for staff to take on excursions. Minor first aid kits will be available for staff to take on yard duty for immediate treatment of minor injuries.
- Children should not be responsible for their own medication, except regular medication for asthma and monitoring blood glucose levels in diabetics.
- 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 written or verbal permission of parents or guardians.
- Staff can contact NURSE-ON-CALL (on 1300 60 60 24) for further advice. 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

- 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.
- The first aid trained staff member in attendance may confer with the principal (or next most senior staff member available) to call an ambulance in an emergency. Parents or emergency contact will be contacted immediately. Refer to RHPS Ambulance policy.
- It is recommended that all students have personal accident insurance and ambulance cover.

5. Classroom Management

- Office staff will notify the class teacher if a student is still receiving first aid attention after recess or lunch.
- Each classroom will be supplied with a proforma for indicating first aid requests. This will come with the child to the office indicating the needs and duration of first aid required.
- 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 one 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 will have a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms should be taken on camps, as well as kept at school. Refer to the *RHPS Excursion Policy* and processes.
- An annual medical release form will be signed by parents/guardians giving teachers permission to contact a doctor or ambulance should instances arise where medical treatment is required by their child. Copies of the annual medical release form should be taken on excursions. Refer to the *RHPS Excursion Policy* and processes.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

References:

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>
<http://www.education.vic.gov.au/school/principals/spag/management/Pages/medical.aspx>
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx>
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidrooms.aspx>
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidkit.aspx>
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/portablefirstaid.aspx>
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/blood.aspx>
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/syringe.aspx>
<http://www.health.vic.gov.au/nurseoncall/about.htm>

RHPS First Aid Policy supporting document