

KEW EAST PRIMARY SCHOOL POLICY MANUAL

POLICY NO. SEWB 5

FIRST AID

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PURPOSE:

This policy is to assist in providing a safe, secure working environment for all staff, students, school community members and visitors.

POLICY STATEMENT:

It is our responsibility to care for the health and welfare of all in the school, ensuring that basic First Aid is administered and organised as required in the Government Schools Reference Guide. The school will ensure that appropriate First Aid materials and facilities are provided and that all relevant records are kept.

GUIDELINES:

Resourcing, Equipment and Training:

- ◆ First Aid materials shall be provided for use in the First Aid room and basic belt ('bum bag') kits for yard duty. Portable kits / backpacks are to be taken on camps and excursions.
- ◆ The school will annually provide the opportunity for a suitable number of staff to participate in appropriate First Aid training.
- ◆ A minimum of one Level 2 trained staff member shall be at the school during school hours.
- ◆ A Level 2 trained staff member will attend school camp, and preferably on excursions away from the school.
- ◆ A designated staff member will be responsible for the organisation and maintenance of first aid materials and the management of the appropriate budget area.

Administration:

- ◆ Details and a photo of students with life threatening and/or severe illnesses, allergic reactions and/or conditions will be displayed in the sick bay, staff room and in the student's classroom. Names and photos of these students will be attached to the First Aid Yard Duty Bags.
- ◆ All Casual Relief Teachers (CRT's) are to be made aware of the needs of these specified students.
- ◆ A record of injuries will be maintained on CASES.
- ◆ The school will ensure that a comprehensive medical/contact form is updated annually by the parent / guardian.
- ◆ Details of all injuries and treatments/action taken will be recorded in the First Aid diary kept in the first aid room. The staff member to whom the injury was reported to in the First Aid room should record all injuries (other than minor scratches, bruising or abrasions) on the appropriate form at the time of the injury.

Staff Responsibilities:

- ◆ Teachers are expected to be familiar with the conditions, requirements and appropriate action to instigate in an emergency for all students with life threatening and or severe illnesses, allergic reactions and/or conditions.
- ◆ All staff are required to administer minor first aid whenever needed. More serious injuries shall be reported to a qualified staff member.
- ◆ Where there is concern of uncertainty as to appropriate treatment, a qualified first aid staff member will be consulted.
- ◆ Teachers are expected to wear/carry basic belt ('bum bag') kits while on yard duty. These must be collected from the Staff Room, and returned to that place, by the teacher.
- ◆ Class teachers should seek parent assistance if a student is regularly or frequently reporting as unwell.

Student Responsibilities:

- ◆ Students will be instructed to report any accident or injury to a staff member.

Parents/Carers

- Ensure contact details are complete and current
- Any known life threatening and/or severe illnesses, allergic reactions and/or conditions of their child/ren have been communicated to the school (including any changes).

GENERAL FIRST AID PROCEDURES:

- ◆ An adult must administer First Aid; students are not to have access to the First Aid materials.
- ◆ If a student is returned to class after treatment of an injury or illness the class teacher must be notified and requested to monitor the student's behaviour / condition.

- ◆ In the case of illness or injury, the school will attempt to contact the student's parent or guardian and/or the student's medical officer and/or an ambulance as deemed appropriate.
- ◆ In cases of severe or extreme injury the child is not to be moved. A qualified First Aid person will determine appropriate action to be taken.
- ◆ If a student is unwell then the parent will be contacted as home is the appropriate place for the student to be. If the parent is not contactable a staff member will endeavour to contact the emergency contact person nominated. The student will be made comfortable in the First Aid room and monitored regularly while office staff continue to endeavour to establish parent contact.
- ◆ Time spent in the First Aid room should be minimal.
- ◆ The staff member that attends to the student must record the reason, date and time spent in the First Aid room.

INJURY TO THE HEAD (Including Dental)

- ◆ All injuries to the head must be reported immediately to the First Aid Officer and to the parents by phone.
- ◆ The parent and First Aid officer in consultation should make the decision as to whether the child can remain at school or should be taken home for monitoring or to the doctor/hospital.
- ◆ No child must be left unattended in the First Aid room following an injury to the head.
- ◆ All injuries to the head must be reported to the Principal.

MEDICATION

- ◆ Medicinal drugs required for use by certain students in an emergency situation will be provided by parents with clear instructions as to use attached to the packaging.
- ◆ Parent must be notified if administration of this medication has been undertaken.
- ◆ No medication can be administered without written, clear instruction as to dosage and time for administration from parent
- ◆ Any medication sent to school must be kept in the office under secure and appropriate conditions (eg: refrigeration) with the exception of Asthma 'puffers' and Epipens which may need to be carried by individuals.

ASTHMA MANAGEMENT

- ◆ Staff must be aware that symptoms of asthma can include wheezy breathing, cough (usually dry and irritating), difficulty in breathing and/or tightness in the chest.
- ◆ Children with asthma are expected to have an additional medical form completed, clearly stating their current Asthma Management Plan. A copy of this must be attached to the student's records and copies kept in both the classroom and the First Aid room.
- ◆ Equipment for management of an asthma attack (in addition to student's personal materials) will be maintained in the First Aid room. This will consist of:
 - A bronchodilator metered dose inhaler (Ventolin, Respolin, Asmol or Bricanyl puffer).
 - A large volume spacer device appropriate to the bronchodilator (eg: Volumatic for Ventolin, Nebuhaler for Bricanyl).
 - Clear written instructions as to use of these devices.
 - A chart outlining steps to take in treating any asthma attack must be prominently displayed.
- ◆ Relevant professional development will be provided annually for staff. (Eg asthma, anaphylaxis)

ANAPHYLAXIS MANAGEMENT

Refer to Anaphylaxis Management Policy

INJURIES TO ADULTS

Staff and other adults on the school premises (or assisting at DET/School curriculum activities, eg: camps) who are injured are required to ensure that the Principal is notified and appropriate documentation completed.

STUDENTS WHO ARE UNWELL AT SCHOOL

- ◆ Home is the appropriate place for a student who is unwell.
- ◆ Parents will be contacted if a student is unwell.
- ◆ If the parent is not contactable a staff member will endeavour to contact the emergency contact person nominated. If this fails the student should be made comfortable in the First Aid room and monitored regularly. Office staff should be requested to continue to endeavour to establish parent contact.

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GUIDELINES: (Continued)

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- ◆ Class teachers should seek parent assistance if a student is regularly or frequently reporting as unwell.

Program:
Student Engagement and Well
Being

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