



FIRST AID POLICY

PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Merbein P10 College staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The principal will ensure that Merbein P10 College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Merbein P10 College trained first aid officers are:

- Heather Collihole 2019
- Howard Hankinson 2017

First aid kits

Merbein P10 College will maintain:

- A major first aid kit which will be stored in the main building sick bay
- 6 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit will be stored:
 - In the main building sick bay
 - In the green building reception
 - In the orange building office

The First Aid Officer will be responsible for maintaining all first aid kits.

Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the sick bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

First aid management

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:

- 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.
- 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.
- 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.
- If first aid is administered for a minor injury or condition, Merbein P10 College will notify parents/carers by sending a note home to parents, email or phone call.
- 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 has been administered to a student Merbein P10 College will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

In accordance with guidance from the Department of Education and Training, 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.

PROCEDURES FOR FIRST AID ROOM

- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room
- All wounds and eye washes will be treated with normal saline 0.9%.
- All wounds will be washed. Dettol is not to be used.

- All burns, except to the face will be treated with water (as used by the hospital).
- First aid kits will also be available in the technology and science room, art room, home economics, containing wound dressing and eye wash facilities.
- Medication will be kept in a locked cupboard in the First Aid Room. A Medication Register will be required to be filled in for every medication dispensed.
- Students requiring prescription medication to be administered at school are to receive this from the delegated first aid person in the first aid room, who will record that the medication has been issued and taken in accordance with the instructions given by the parent/doctor.
- All injuries or illnesses that occur during school hours will be referred to administration staff or school nurse, who will manage the incident or refer on at their discretion.
- An up-to-date logbook located in the General Office will be kept of all injuries or illnesses experienced by children that require first aid. Logbook will include name of student, date, time, nature of injury, treatment given, signature/initials of first aid officer giving treatment.
- For more serious injuries/illnesses, the administration staff must contact the parents/guardians so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/carers. Any loss of consciousness needs a medical check via ambulance.
- Any student who is collected from school by parents/carers as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a staff member considers the injury to be greater than "minor" will be reported on DEECD Accident/Injury form LE375, and entered onto CASES21.
- Parents/Carers of ill children will be contacted to take the children home.
- Details of children leaving school for any reason (other than emergency) must be registered in the Student Management Area.
- All staff has the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may confer with others before deciding on an appropriate course of action.
- All school camps and excursions will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.
- All children attending camps or excursions will have provided 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 to be taken on camps and excursions.
- A Spacer and Ventolin will be accessible to students at all times. Asthma Management Plans will be requested at enrolment and prior to attending school camps.
- At the commencement of each year, requests for updated first aid information will be sent home via the newsletter, including requests for any Asthma 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.

REVIEW CYCLE

This policy was last updated July 2019 and is scheduled for review in July 2020.