



# FIRST AID

## POLICY

**Purpose:**

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

**Definition:**

First Aid involves emergency treatment and support to:

- Protect a person.
- Prevent a condition worsening.
- Preserve life
- Promote recovery

**Scope:**

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

- *Anaphylaxis Policy*
- *Asthma Policy*

**Rationale:**

Richmond Primary School (RPS) is committed to providing a caring, friendly school environment for all our students and staff so that they can learn and teach in a safe and secure atmosphere. All students and staff have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid. Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

The *Child Safe Standards* direct staff to act to ensure the safety of children from abuse. Staff must comply with the requirements of Ministerial Order No. 870. (Refer to the RPS Child Safety Policy 2016)

**Aims:**

- To administer first aid to children when in need in a competent and timely manner.
- To communicate to parents when children have been provided with first aid.
- To provide supplies and facilities to cater for the administering of first aid.
- To train all staff members in first aid.

**Implementation:****Staffing**

- The principal will ensure that Richmond Primary trains staff with the appropriate levels of first aid training to meet the first aid needs of the school community.
- Richmond Primary School's official First Aid Officer
- All staff to be trained in first aid with up to-date CPR qualifications and anaphylaxis training

**First Aid Room and First Aid Kits**

- 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 cupboard in the first aid room.
- Portable first aid kits (2) will be stored in the first aid room
- A member of staff (First Aid Officer) is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

- Supervision of the first aid room will form part of the daily yard duty roster. Any children in the first aid room will be supervised by a staff member at all times.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- All school camps and excursions will have first aid trained staff members at all times.
- A comprehensive first aid kit will accompany all excursions and camps, along with staff mobile phones.
- 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.
- 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 medication will also be given at that time.
- At the commencement of each year, requests for updated medical information will be sent home including requests for any asthma management plans, high priority medical forms.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians. 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 treatment. This is because they can mask signs of serious illness or injury.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school on the Compass kiosk in the school office.

#### **Care for Ill Children:**

- Students who are unwell should not attend school.
- If a student becomes unwell during the school day they may be directed to the First Aid Room 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.
- Any student or staff member presenting with COVID 19 symptoms will be sent home.

#### **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.

- For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
  - If there is a suspicion of a fracture parents are called immediately and asked to collect their child to seek medical attention.
- 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.
- In the following circumstances medical help should be sought (usually by calling an ambulance):
  - loss of consciousness, even if only briefly
  - a less than alert conscious state
  - suspicion of a fracture and or protruding bones
  - suspicion of a spinal injury
  - damage to eyes or ears
  - penetration of the skin
  - deep open wounds.
  - heavy bleeding
- Whenever first aid treatment has been administered to a student the school will:
  - record the incident on Compass if injury is minor
  - if first aid was administered for a major injury, the incident will be recorded on both Compass and CASES21.
  - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.

**Commented [JDB1]:** I think we should make this clear as we often call parents so they can take their children to get their injury checked. We should call an ambulance first if we see Heavy bleeding, visible deformity and bones protruding through the skin. If we are unsure or it appears to be a suspected fracture without significant symptoms, we should call parents first.

What do you think? Just to cover all ends.

**Commented [JDB2]:** I think this accurately describes what we currently do. What do you think?

**Commented [JDB3]:** I think we should add this, with the specific use of the word "may". Like the above comment, we would contact parents to inform them of minor injuries that appear visually alarming without context.

#### Minor Injury

- Minor injuries will be treated by staff members on duty.
- Any children with injuries involving blood must have the wound covered at all times.
- The staff member attending the injured student will log the injury on Compass chronicle.
- Staff members may contact parents to inform them of minor injuries.

#### References:

- Ministerial Order No. 870 – Child Safe Standards – managing the risk of child abuse in schools
- The following RPS Policies: Duty of Care Policy; Distribution of Medications Policy; Anaphylaxis Policy; and Child Safety Policy

#### Evaluation:

This policy will be reviewed as part of the school's Strategic Planning and Review cycle. This policy was last updated August 2021 and will be reviewed in August 2024