Ruskin Park Primary School
First Aid Policy

This policy is to be read in conjunction with Anaphylaxis policy, Student Medication Policy, Asthma Policy, Drug Education policy

DEFINITION:
First Aid is defined as emergency treatment and life support provided to employees, students and visitors who suffer injury or illness while at work or school. (DoE 2007)

RATIONALE:
Effective first aid should be available for employees who need it. All students have the right to feel safe and well knowing that they will be attended to with due care when in need of assistance, in the case of an accident or sudden illness occurring at school or while engaged in school activities.

Guidelines
• To ensure that the school has the necessary resources and training to provide effective initial treatment in the event of sudden illness or injury to students or staff.
• To communicate student’s health problems to parents when considered necessary.
• To maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate.
• To regularly monitor first aid data for risk management purposes.
• To store medications in a locked facility with the exception of the anaphylaxis kit.
• To only administer medication with the parent/carer’s consent.
• To ensure that a Level 2 First Aider is on duty during the school day.
• To report any considered hazard to the OHS Representative.
• To develop procedures to minimise emergency situations and to promote safety awareness.
• To provide students with an awareness of safety issues and first aid skills within the curriculum.

ASSISTANCE:
• Yard duty teachers are responsible for sending students to the First Aid Room for treatment during recess periods.
• Minor injuries only will be treated by the Yard Duty Teacher. Yard Duty Teachers will carry a First Aid Pouch to deal with minor injuries and Alert Card for Anaphylaxis.
• Supervision of the First Aid Room will form part of the daily Yard Duty Roster. Any students in the First Aid Room will be monitored by a staff member.
• More serious injuries, including those requiring parents to be notified or referral to a doctor will be under the supervision of a Level 2 First Aider.
• All injuries or illnesses that occur during class time will be referred to the administrative staff who will then contact the Level 2 First Aider.
• All staff members have the authority to call an ambulance in an emergency and are aware of the first aid procedures and location of resources.
• All students, especially those with a documented Asthma Management Plan, will have access to Ventolin and a spacer at all times.
• Anaphylaxis Management Plans, Epipens and Medications will be housed in the unlocked Anaphylaxis Kit housed on top of the medications cupboard located in the First Aid Room.
• Means are available to contact emergency services when a cleaner or staff member is working late.

PARENT NOTIFICATION:
• In the event of a serious injury/illness, a parent/guardian will be contacted by staff so professional medical help may be organised.
• Parents will be contacted after an ambulance is called in the event of a serious injury, illness or anaphylactic reaction.
• Parents of ill students will be contacted to take the student home.
Ruskin Park Primary School

First Aid Policy

- Parents who collect students will be required to sign out students in the register maintained at the school office.
- Parents of injured students will receive a notice detailing the nature of the injury, the time, treatment given and name of First Aid Teacher.

Parent Responsibilities:
- Parents should keep the school informed of current medical details concerning students.
- Parents should complete medication forms indicating dosage and time for medication, if medication is to be taken at school.
- Parents should provide detailed administration instructions on Asthma Management Plans and Anaphylaxis Plans.

Equipment:
- A First Aid Room will be available for use at all times. A comprehensive supply of basic first aid materials will be in the First Aid Room.
- A spare Epipen will be in the Anaphylaxis Kit.
- A supply of Ventolin inhalers and spacers will be available for use.
- First Aiders are to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and general upkeep of the First Aid Room.

Records:
- Data will be regularly monitored for risk management within the school. The Level 2 First Aiders will report any considered hazard to the OHS Representative and to enter details in the Hazards Register at the office.
- All injuries to staff and visitors must be recorded in the Accident Register.
- All injuries or illnesses to students must be recorded in the Accident Register. A copy will be provided to parents.
- Any serious injuries are to be reported on the Cases 21 system according to DoE guidelines.
- Level 2 First Aiders must respect the confidential nature of any information given.
- At the beginning of the year requests for updated first aid information will be sent home, including requests for Asthma Management Plans and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medication.
- Anaphylaxis Action and Management Plans will be completed at the start of each year and updated as the need arises.

Staff Training:
- All staff are to be provided with basic first aid management skills, including blood spills and a supply of protective gloves will be available for use by staff.
- Blood spill practices and procedures are to be followed.
- Sufficient number of Level 2 first aid certificated staff for schools with enrolment 201 - 350 is three.
- Staff will be given the opportunity to acquire or maintain Level 2 first aid qualifications. The minimum number of trained staff will be five to cater for teachers attending camps.
- General organisational matters related to first aid will be communicated to staff at the beginning of each year. All staff to be trained in anaphylaxis management and CPR yearly. Revisions of recommended procedures for administering asthma medications, CPR and anaphylaxis will be communicated at this time.
- Level 2 First Aiders will provide services that will be commensurate with competency and training.
- Staff training will be adapted to cater for students with specific needs.

June 2008

Review Date: June 2011
**Student First Aid Awareness**

- All students from Years Prep - 6, as part of the Health Education Program, will be provided with basic safety awareness and first aid skills.
- Students will be trained in procedures related to needle stick injuries in the yard.

**Camps and Excursions:**

- A comprehensive first aid kit will be available for all excursions and camps. A mobile phone must accompany all excursions and camps.
- Teachers to ensure that children with asthma, anaphylaxis and any other medications have the appropriate medication and plans for all excursions.
- For camps, the First Aid Level 2 Teacher will be responsible for the collection of medical forms, camp asthma management plans and anaphylaxis kits for the students involved. They will be responsible for the administration of medication while on camp.
- All students 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 the student requires treatment. Copies of the signed medical forms are to be taken on camps and excursions, as well as being kept at the school.

**Evaluation**

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

This Policy was ratified by School Council on 2 June 2008

References:

4.5 Victorian Government Schools Reference Guide