



FIRST AID POLICY

ROSANNA
PRIMARY SCHOOL

POLICIES

This policy has been developed by members of School Council.

Date written:	Mar 2015	Date reviewed:	May 2023
		Next review:	2026

Reviewed in line with DET template



Help for non-English speakers

If you need help to understand this policy, please contact Rosanna Primary School on 94572592 or email the school: rosanna.ps@education.vic.gov.au

PURPOSE

- The First Aid Policy is designed to cater for the First Aid management of students, staff members and visitors at the school.

SCOPE

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

- Anaphylaxis Policy
- Asthma Policy

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY STATEMENT

From time-to-time Rosanna Primary School 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.

We recognise that the purpose of First Aid is to:

- Provide First Aid treatment to injured or ill students, staff, and visitors.
- Assess student's condition and where necessary contact parents/carers or emergency contact, summon an ambulance and arrange for appropriate medical treatment.
- Supervise students self-administering medication.
- Supervise diabetic students conducting blood tests and follow Individual Management Plans.

- Provide information, when necessary, to parents/carers and staff regarding the medical condition and the presentation of students.
- Administer medication to students only as detailed in DET guidelines and only after written permission and instruction from parents/carers has been obtained.
- Provide First Aid station during school emergency procedures.

Staffing

The Principal will ensure that Rosanna Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed: on an annual basis as part of the annual review of our Emergency Management Plan.

RESOURCES (including First Aid kits)

- A major First Aid kit which will be stored in the first aid room.
- Rosanna Primary School has a number of Portable First Aid kits that are used for all excursions, camps, yard duty. The portable First Aid kit/s will be stored in the First Aid room.
- The First Aid officer will be responsible for maintaining all First Aid kits, ensuring they are managed in accordance with the Department's policy and guidance on First Aid kits – refer to First Aid kits.
- Ice packs are located in the freezer in the staff room, or instant ice packs in first aid cupboard.
- First Aid Yard Duty Kits with basic provisions (Band-Aids, tissues and First Aid 'cards') and school walkie talkie will be taken out by teachers when on Yard Duty. These are to be picked up from the staff room or designated location at the beginning of breaks. Teachers pass on the resources to the teacher taking over from them on Yard Duty. The resources are returned to the staff room or designated location at the end of Yard Duty.
- Professional Development will be provided for staff based on the needs of children with special medical requirements/conditions e.g. asthma, epilepsy, anaphylaxis, and diabetes – annually
- Children with special medical requirements and conditions will be noted on the 'CRTs/Specialists Information' list formed by all teachers at the beginning of each year. A copy of this will be provided to all Specialist teachers and be available for CRT's at all times.

First aid room

Our school follows the Department's policy and guidance in relation to our First Aid room to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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 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.

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, Rosanna Primary School will inform parents/carers by a notification via Compass to parents/carers, and/or an email to parents/carers. If the injury is to the head, then parents/carers will receive a phone call in addition to the Compass notification.
- If first aid is administered for a serious injury or condition, or in an emergency, 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 is administered to a student at the First Aid room, resulting from a student incident, injury or illness, Rosanna Primary School will:
 - record the provision of first aid treatment on Compass.
 - if care was provided in response to a medical emergency or reportable incident, follow the Department's [Reporting and Managing School Incidents](#)

[Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

- If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form.
- At recess and lunchtime: students with minor injuries must see the teacher on Yard Duty to get a '**First Aid Card**' before going in to the First Aid room.
- For minor injuries or illness at recess and lunchtime: Children are to report to or be accompanied to the First Aid room. They will then be referred for available first aid.
- For minor injuries or illness during class times: Teachers are required to contact the main office, so children can be referred for available first aid.
- In major cases: The first adult on the scene will assess the situation in terms of emergency.
- In the most urgent incidents, loss of breathing and/or consciousness, First Aid will be administered.
- In these cases, the First Aid officer or member of the office staff will be contacted. Contact will be made with the walkie talkie or by using someone at the scene. They will then telephone for emergency assistance. The first adult on the scene will stay with the casualty to observe and help reassure the patient until assistance arrives.
- In other serious incidents, for example where there is a possibility of a fracture or bad sprain, the injured person should not be moved unless absolutely necessary.
- In the absence of the First Aid Officer, other trained staff will be required to render assistance. In keeping with DET policy, our staff can be trained for First Aid through a qualified provider.
- An ambulance will be called in cases where an injury or illness requires urgent medical assistance, such as loss of breathing, major bleeding, heart attack, major burns, serious fractures, and any other condition, where it is judged to be necessary.
- In less urgent cases, parents/carers will be contacted to arrange transport to a doctor.
- In cases of illness or serious injury, parents/carers will be contacted. If parents/carers are unavailable the emergency contact as listed on the child's medical form will be contacted.
- In cases where the parents/carers or the emergency person cannot be contacted, the Principal or his/her nominee should be advised to make arrangements for further follow up (contacting parents/carers). Students will be monitored until parent/carer or emergency contact arrives.
- If children require medication to be administered at school and/or on school related activities, the parents/carers must fill in all details and sign the medication form available at the office and give it to the class teacher/office staff/first aid officer with the medication. School staff will contact parents/carers if any of the instructions are unclear.

- Students who have Asthma:
 - Will have an Asthma plan formed by their GP that is available to the school.
 - The Asthma plan will be updated annually.
 - Teachers will be provided with the Asthma plans for the students in their class at the beginning of each school year. (See Asthma policy for further information on Asthma management)
- Students who have Anaphylaxis:
 - Parents/carers will be required to provide the school with an Anaphylaxis plan for their child and an Epipen, and/or medication for school use. This Epipen will be taken on all excursions. (See Anaphylaxis Policy for further information on Anaphylaxis management)
- In accordance with Department of Education and Training policy, analgesics, including paracetamol and aspirin, will not be stored at school or provided as standard first aid treatments. This is because they can mask signs of serious illness or injury. For further information refer to the Department's Policy and Advisory Library: [Medication](#) Written permission and instruction from parents/carers is required before any medication can be dispensed. Only medication that has been provided by the parent/carers will be dispensed. Contact will be made with parents/carers if it is deemed appropriate.
- Students need to immediately report to staff any cases of hitting their head.
- In all reported cases of head injury, knock to the head, or eye injury, including irritation caused by dust or pollen, parents/carers will be notified by phone and a record kept of the action arising following the phone call.
- In the case of needle stick injuries please refer to the DET policy on [Syringe Disposals and Injuries](#)
- To prevent the risk of infection to First Aiders while administering treatment, all First Aiders are advised to personal protective equipment (PPE).
- Staff Injuries:

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)

FIRST AID POLICY

- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

RELATED DOCUMENTS

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Approved by	School Council-Education Sub Committee May 2023 Principal
Next scheduled review date	May 2026 [the recommended minimum review cycle for this policy is 3 to 4 years]