



SCORESBY PRIMARY SCHOOL

First Aid Policy

2021

RATIONALE

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

AIM

To

- Be aware of individual's medical needs and how to best treat them.
- Improve communication between home and school regarding medical issues and ways to best address the needs of individuals.
- Maintain consistency when implementing first aid to students.
- Ensure staff are aware of procedures and follow them accordingly.
- Provide appropriate training to staff in the use of specialised equipment as needed (eg. Epipen).
- Provide consistent records to enable and accurate recording of all accidents within the school for the Cases registry.
- First aid for anaphylaxis and asthma are provided for in our school's;
 - Anaphylaxis Policy
 - Asthma Policy
- Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

IMPLEMENTATION

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

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, Scoresby Primary School will notify parents/carers by sending a note home to parents/carers, email or phone call. Staff member will record incident in the first aid book, with the original copy sent home and duplicate remaining in the first aid room.
- 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 Scoresby Primary School 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 treatment. This is because they can mask signs of serious illness or injury.

Sick Bay

- Scoresby Primary School will ensure that the Sick Bay houses:
 - a current register of children with a medical condition and a plan of action as advised by parent/guardian should this condition cause discomfort for a child;
 - a current register of medication dose and administration regime as advised by parent/guardian of children with a medical condition (either chronic or acute);
 - a current list of contact details of all children in the school.
 - DET CASES21 **Incident Notification Forms** to be filled out by the teacher treating the student after an accident (**Appendix A CASES21 Incident Notification Forms see attached sample**)
- A roster of volunteer parents to maintain the cleanliness of the Sick Bay bed linen will be administered by the First Aid Officer.

First Aid Kits

- Scoresby Primary School will maintain 7 first aid kits
- 4 portable first aid kits will be stored in sick bay, 1 in the junior building, 1 in the general office and 1 in the Foundation Room.
- 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.
- Refer to SPS Care for Ill Students policy

Medication

- A nominated person and/or class teachers, in consultation with the parent/guardian, should ensure an individual medical management plan is determined for children with specific medical needs (e.g. asthma, diabetes, ADD, severe allergies, etc) and that all staff are made aware of the plan that is in place.
- Children should not be responsible for their own medication.
- Any medication kept at school for administration during school hours should always be kept locked in the Sick Bay cupboard with the key securely stored for access by staff only. A written authorisation for medication administration (including instructions for dosage, time, etc) is maintained and signed in the office area by the attending staff member.

REFERENCES

<http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>

Scoresby Primary School Asthma Policy

Scoresby Primary School Anaphylaxis Policy

Scoresby Primary School Care for Ill Students policy

APPENDIX A CASES21 Incident Notification Forms attached

EVALUATION

This policy will be reviewed in accordance with the Scoresby Primary School Policy Review Timeline more often if necessary due to changes in regulations or circumstances.

Ratified by School Council:	August 16 th 2018
Signature School Council President	
Review Date:	2022

