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# 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 Chelsea 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.

## Staffing

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

Chelsea Primary School's trained first aid officers are: See Appendix 1

## First aid kits

Chelsea Primary School will maintain:

- A major first aid kit which will be stored in Sick Bay and the Emergency Evacuation Kit
- portable first aid kit/s used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in Sick Bay, office and ¾ Building (Birralee)

Jacqui Waltzer, Ledam Nguyen and Michelle Tilley 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 opposite the main office 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.
- If first aid is administered for a minor injury or condition, Chelsea Primary School will notify parents/carers by sending an accident form home to parents/carers. A carbon copy will be maintained at school.
- 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 Chelsea Primary School will:
  - record the incident on Incident Pad (term 3 2018 will be recorded on COMPASS) and entered into CASES
  - 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.
- Children are made aware of the necessity of reporting illness and accidents to a teacher. If a child is sent inside for first aid they must report to the office or staffroom for assistance.
- Parents are made aware of their responsibility to keep the school informed of current emergency contact details.
- Parents must inform the office staff in writing of any medication that needs to be administered in school hours.
- All staff members are made aware of children medically at risk from Prep to grade 6 at the commencement of each year and at other times when necessary.
- Information on each asthmatic student is recorded and provided to teachers.
- Action Plans for students with Anaphylaxis and Allergies are displayed in the Sick Bay, Staff Room and Administration area.
- The school safety guidelines are constantly reinforced at class and whole school levels.
- Staff are informed of DET Guidelines related to specific illnesses.
- Yard Duty staff will be equipped with basic first aid supplies in their Yard Duty bum bag.
- A small first aid kit is available in each classroom and specialist area.
- Each year an evaluation of First Aid is undertaken and records are updated.
- Accidents and types of injuries will be monitored so that preventative action can be taken if possible.
- If a child is sent inside for first aid they must report to the office or staffroom for assistance.

### **Camps and Excursions**

- All school camps will have at least two first aid officers for 51-100 students
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- 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.

### **Professional Learning**

- Level 2 first aid training and updates will be offered to staff each year
- Mandated professional learning will be provided on the topic of Anaphylaxis as per the Ministerial Order 90. These will occur twice a year.
- Revision or introduction of recommended procedures for asthma, diabetes, blood spills and any other first aid related procedures will be communicated to staff throughout the year. This also may be determined by student needs or enrolments, DET directives or recommendations from medical organisations.

## FURTHER INFORMATION AND RESOURCES

### Appendix 1-Current trained first aid staff

Name	Course Code	Date completed	Renewal date
Michelle Liddle	HLTAID001	May 2017	May 2018
	22300VIC	May 2016	May 2019
Jan Smith	HLTAID001	May 2018	May 2019
	22300VIC	May 2016	May 2019
Jacky Russell	HLTAID001	May 2018	May 2019
	HILTAID003	May 2016	May 2019
	22282VIC	May 2016	May 2019
	22300VIC	May 2016	May 2019
Jacqui Waltzer	HLTAID001	May 2017	May 2018
	HILTAID003	May 2016	May 2019
	22282VIC	May 2016	May 2019
	22300VIC	May 2016	May 2019
Ledam Nguyen	HLTAID001	May 2018	May 2019
	HILTAID003	May 2016	May 2019
	22282VIC	May 2016	May 2019
	22300VIC	May 2016	May 2019
Trudi Braysmith	HLTAID001	May 2018	May 2019
	22300VIC	May 2016	May 2019
Wendy Stansfield	HLTAID001	May 2018	May 2019
	HILTAID003	July 2016	July 2019
	22282VIC	July 2016	July 2019
	22300VIC	July 2016	July 2019
Chris Hulse	HLTAID001	May 2018	May 2019
	22300VIC	May 2016	May 2019
Justine Gallo	HLTAID001	May 2018	May 2019
Kathy Braysmith	HLTAID001	May 2018	May 2019
	22300VIC	May 2016	May 2019
Vicki Middleton	HLTAID001	May 2018	May 2019
	22300VIC	May 2016	May 2019
Andrew Cumming	HLTAID001	May 2018	May 2019
	22300VIC	May 2016	May 2019
Fiona Sewell	HLTAID001	May 2018	May 2019
	22300VIC	May 2016	May 2019
Rob Guy	HLTAID001	May 2018	May 2019
	HILTAID003	May 2016	May 2019
	22282VIC	May 2016	May 2019
	22300VIC	May 2016	May 2019
David Hewet	HLTAID001	May 2018	May 2019
	HILTAID003	May 2016	May 2019
	22282VIC	May 2016	May 2019
	22300VIC	May 2016	May 2019
Sarah Park	HLTAID001	May 2018	May 2019
	22300VIC	May 2016	May 2019
Jenni Aldersea	HLTAID001	May 2018	May 2019
	HILTAID003	May 2016	May 2019
	22282VIC	May 2016	May 2019
	22300VIC	May 2016	May 2019
Tanya Todd	HLTAID001	May 2018	May 2019
	HILTAID003	May 2016	May 2019
	22282VIC	May 2016	May 2019

	22300VIC	May 2016	May 2019
Nikki Dunne	HLTAID001	May 2018	May 2019
	22300VIC	May 2016	May 2019
Rachel Lawson	HLTAID001	May 2018	May 2019
	HILTAID003	May 2016	May 2019
	22282VIC	May 2016	May 2019
	22300VIC	May 2016	May 2019
Michelle Tilley	HLTAID001	May 2018	May 2019
	HILTAID003	May 2016	May 2019
	22282VIC	May 2016	May 2019
	22300VIC	May 2016	May 2019
Sue Bray	HLTAID001	May 2018	May 2019
Sarah Ebbott	HLTAID001	May 2018	May 2019

**HLTAID001** = Provide CPR

**HLTAID003** = Provide first aid

**22282VIC** = Course in the management of asthma risks and emergencies in the workplace

**22300VIC** = Course in first aid management of anaphylaxis

DET first aid-<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx>

DET first aid needs-<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx>

DET first aid rooms-<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidrooms.aspx>

DET first aid kit-<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidkit.aspx>

DET OHS-<http://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx>

#### **RELATED POLICIES-**

Anaphylaxis

Medication

Asthma

Head Lice

#### **REVIEW CYCLE**

This policy was last updated in June 2018 and is scheduled for review in June 2021

