

BRIGHTON BEACH PRIMARY SCHOOL



FIRST AID POLICY

Rationale:

All students 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 - whether it be basic first aid treatment for minor cuts, scratches, bruising and bodily injuries or providing first aid that involves assisting to :

- To preserve life through:
- clearing and maintaining open airways
- restoring breathing or circulation
- monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic
- protect a person, particularly if they are unconscious
- prevent a condition worsening
- promote recovery

Note: The goal of first aid is not to diagnose or treat the condition

Aims:

- To observe our duty of care to students by providing first aid when required in a competent and timely manner within the limits of the First Aiders skill, expertise, training and responsibilities.
- To communicate student's health problems to parents when considered necessary.
- To provide adequate supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate.
- To seek timely assistance from emergency services when necessary.

Implementation:

- A sufficient number of staff (including at least one administration staff member) to be trained to a Level 2 First Aid Certificate, and with up-to-date Cardio Pulmonary Resuscitation qualifications.
- All staff will comply with Anaphylaxis Management Training requirements.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- Basic first aid kits are kept in classrooms.
- The first aid duties will be organised to suit the school's needs.
- All significant injuries or illnesses that warrant further review or at the teacher's discretion will be referred to the school nurse or staff member on duty in the first aid room.
- A confidential up-to-date register, located in the first aid room, will be kept of all injuries or illnesses experienced by students that require first aid.
- The required number of staff will be provided with basic first aid management skills, including blood spills. A supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries - including those requiring parents to be notified and/or suspected treatment by a doctor – require a nurse or Level 2 first aid trained staff member to provide first aid.
- Any students with injuries involving blood must have the wound covered at all times.

- No medication will be administered to students without the express written permission of parents or guardians. The school nurses may use their discretion and accept verbal permission from parents over the phone. This will then be documented in Cases 21.
- Parents of all students who receive first aid will receive either a completed form indicating the nature of the injury, any treatment given, and the name of the staff member providing the first aid or for more serious injuries/illnesses, the parents/guardians must be contacted by the school nurse or administration staff so that professional treatment may be organised. Any injuries to a student, above shoulders, regardless of severity must be reported to parents/guardians.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury will be reported on CASES21 and to Worksafe
- Any student who has any injury to the head, face, neck or back, no matter how minor, parents will be notified.
- Parents of an ill student will be contacted to take the student home.
- Parents who collect students from school for any reason (other than an emergency) must sign the student out of the school in a register maintained in the school office.
- All teachers have authority to call an ambulance immediately in an emergency situation. If the situation and time permit, a teacher should follow the school ambulance procedure before deciding on an appropriate course of action.
- All school camps will have at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit including a general use EpiPen and general use asthma management medication and equipment will accompany all camps, along with a mobile phone.
- All students attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where the student requires treatment. Copies of the signed medical forms will be taken on camps and excursions, as well as kept at school.
- All students, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- Nursing staff are responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- At the commencement of each year, requests for updated first aid information will be sent home including asthma and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- 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 and anaphylaxis medication will also be given at that time.
- The school 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.
- Staff will maintain student confidentiality and use discretion when dealing with potentially sensitive information whilst abiding by Child Safe and mandatory reporting obligations.
- First aiders will provide reassurance and comfort, with a safe level of privacy; dignity; comfort and independence.
- First aiders will ensure adequate personal protection equipment such as safety glasses and gloves are used to protect against infection between students and staff.

Approved By	School Council
Date Reviewed	February, 2018
Responsible for Review	School Nurses
Review Date	
References	