

FIRST AID

PHILOSOPHY

At Mount Waverley North Primary School all students, staff and visitors should be safe and secure at school and whilst attending off-site school activities. In the event of injury or illness, effective emergency treatment and life support should be provided to any student, staff member or visitor. As part of the duty of care owed to students, staff and visitors, teachers are required to administer first aid when necessary within the limits of their skill, expertise and training. It should be noted that a teacher's duty is greater than that of the ordinary citizen in that a teacher is obliged to assist an injured student.

PURPOSE

First aid will be administered to:

- Preserve life
- Protect the unconscious
- Prevent a condition worsening and relieve pain
- Promote recovery and a sense of well being

IMPLEMENTATION

- The First Aid Coordinator is responsible for the overall organisation of all first aid, sick bay supervision and the maintenance of the first aid cupboard(s) and kit(s). This staff member will have first aid qualifications of Level 2 First Aid, or its equivalent, or higher qualifications.
- Parents, guardians or carers are required to keep the school informed of current medical and emergency contact details regarding their children. These records will be regarded as confidential and updated annually.
- The First Aid Coordinator will have knowledge of all students with medical conditions that require a support or management plan and the required first aid response. They will ensure all staff are aware of these students' needs.
- First aid staff must be aware of and follow the Department of Education and Training First Aid Needs Policy.
- The school will endeavour to maintain a minimum of four first aiders on staff, trained to Level 2 First Aid. This will be updated regularly, as required.
- First aid will be provided by staff with First Aid training. In emergencies other staff may be required to help within their level of confidence.
- Nurse On Call (1300 60 60 24) can be used to provide immediate, expert health advice.
- The sickbay has access to a sharps container and biohazard container for the safe disposal of syringes/injections and contaminated material.
- The First Aid Coordinator will conduct a First Aid Kit inspection each term.
- The First Aid Coordinator will complete a First Aid Risk Assessment and Summary Sheet at the beginning of each year.

Policy Approved by:	Education Committee – School Council
Effective Date:	August 2017
Review by Date:	August 2018

- The First Aid Coordinator will liaise with the Occupational Health and Safety Officer and Principal in the identification of newly presenting hazards or dangerous areas in the school environment;
- A blood spill kit is available in the sickbay at all times and all staff instructed annually in its use.
- Students injured in the playground will be tended by the yard duty teacher and, when necessary, sent to the sickbay. The classroom or yard duty teacher may treat minor injuries (i.e. small cuts, scratches and abrasions).
- All injuries treated in the sickbay are recorded. The student's parents, guardians or carers will be notified in writing of the incident. For general record keeping purposes, it is important that details of serious accidents at schools or on excursions be recorded on the injury management system on CASES21.
- In the case of significant injuries, the student's parents/guardians/carers or their representative will be notified immediately as per Department of Education and Training guidelines.
- For all head impact injuries parents/carers will be notified and asked to collect their child.
- An attempt will be made to contact the parents/guardians/carers or their representative in an emergency situation. However, the Principal may use his/her discretion to authorise the transport of an ill or injured student to a medical practitioner or to call an ambulance.
- Appropriate first aid kits and a mobile phone must be taken on all school excursions and/or activities away from the school grounds and camps.
- A Level 2 trained first aider must accompany all school camps.
- All staff will undergo annual CPR Updates and EpiPen training courses.
- Staff will be involved in briefings/professional development regarding care of students suffering Anaphylaxis, Diabetes and Asthma as required by the governing bodies.
- An Asthma Management Kit will be maintained in accordance with Asthma Foundation guidelines. Parents, guardians or carers will be required to supply the school with the student's asthma emergency plan, named medication and a spacer for use with the asthma-pump.
- Beyond the administering of First Aid, sick students are not the responsibility of first aiders and the student's parents, guardians or carers will be informed of the student's condition as soon as possible. During this time the student's condition will be monitored on a regular basis.
- Personal and community safety awareness will be promoted in school programs.

RELATED POLICIES & DOCUMENTS

- Medication
- Asthma Management
- Anaphylaxis
- Camps and Excursions
- Occupational Health and Safety
- Staff Level 2 First Aid List
- Care Plans

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