



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 Moonee Ponds Primary School (MPPS) 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 MPPS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

All staff to be trained annually (November) to a level 2 First Aid Certificate, and with up-to-date CPR qualifications. A register of all first aid trained staff will updated each year with the list of Moonee Ponds Primary Schools first aid officers and date of completed training.

First aid kits

MPPS will maintain:

A first aid room will be available for use at all times.

A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.

First aid kits will also be available in the PE storeroom, science room and administration office.

The Office Administration staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

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 the administration 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.

All injuries or illnesses that occur during class time will be referred to the administration staff through a written notification (see Appendix 1) who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the teacher on yard duty. If further assistance is needed, the student will be referred to teacher of first aid duty or the administration staff as per the First Aid Duty – Recess and Lunch processes (see Appendix 2).

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, MPPS will notify parents/carers by via a Compass notification/email and a phone call where appropriate.
- 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 MPPS will:
 - record the incident on Compass
 - 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 treatments. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

- MPPS Asthma Policy
- MPPS First Aid Policy
- MPPS Health Care Needs Policy
- MPPS Administration of Medication Policy

All MPPS policies are available on the School website at: <http://www.mpp.vic.edu.au/school-council/school-policies/>

APPENDICES:

1. Procedures for using the First Aid Room (template)
2. First Aid Duty – Recess & Lunch procedures

EVALUATION: This Policy will be evaluated on a 4 year review cycle.

Key Person responsible for development of the MPPS First Aid Policy: Principal

This policy was last ratified by School Council in....

MAY 2021



Moonee Ponds Primary School

respect • optimism • care • collaboration

PROCEDURES FOR USING: THE SICK BAY/FIRST AID ROOM

THIS DOCUMENT TO BE PLACED IN STUDENT'S FILE

1. Teacher signs proforma (see below)
2. Student takes proforma to the office.
(Have someone wait with him/her)
3. Office staff make arrangements -
 - * ensure student goes into sick bay.
 - * advise homegroup teacher if student has come from a specialist class.
4. Students are not to help themselves to First Aid supplies.
5. Contact Parent/guardian if student needs to go home and Compass Chronicle completed by Office Staff.

Matthew Bott
Principal

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Student Name: _____ Class: _____

Issue: _____

Action to be taken:

- | | |
|--|---|
| <input type="checkbox"/> To go home | <input type="checkbox"/> Ice-Pak |
| <input type="checkbox"/> First Aid treatment | <input type="checkbox"/> Medication/Bandaids |
| <input type="checkbox"/> To go to Sick Bay | <input type="checkbox"/> Parent contacted |
| <input type="checkbox"/> Temporary stay & review | |

Further detail: _____

Staff Sign: _____ Date & Time: _____

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OFFICE USE ONLY

Action Taken: _____

First Aid Administered: _____

Entered on Compass? Yes No By: _____ Date: _____



First Aid Duty – Recess & Lunch

As per the long term planning document, a first aid officer is timetabled for recess and lunch to ensure that yard duty staff do not need to come inside (off duty) to attend to first aid. The First Aid staff member is required to be in the staff room at recess and lunchtimes when not on yard duty. All first aid provided to a student must be logged and recorded in Compass as per DET protocols/processes (see below for process). Leadership and Administration staff will also be available when the First Aid teacher is on yard duty, absent, or for extra assistance if needed. If a staff member is part-time, the teacher covering their class will be on duty for this day. Staff may arrange a swap with another staff member (as per yard duty swaps) for either the whole week or a day if needed: staff are to notify assistant principal of changes and record change on daily noticeboard.

First Aid Process

Please note: for serious injuries, asthma or anaphylaxis please follow the asthma or anaphylaxis process or use the "red card" system to get assistance.

1. Student has a minor injury requiring first aid (beyond what can be managed by the yard duty teacher outside and required to be logged in the First Aid book/folder).
2. Yard duty teacher will send the student to the staff room with a first aid card (kept in first aid yard duty bag).
3. Student will ask for the First Aid officer at the staff room (or office staff when the designated first aid officer is on yard duty)
4. First Aid officer will administer first aid. Any children with injuries involving blood must have the wound covered at all times.
5. Once this is done, this will be logged in first aid (chronicles/Compass) on the red iPad in the office. A first aid notification form will sent home via Compass.
6. If the injury is resolved, student can return to the yard.
7. For more serious injuries/illnesses, or injuries above the neck, parents must be contacted and classroom teacher notified. Student may then remain outside the staff room or in the first aid room until the end of recess/lunch or collected early from school by a parent/guardian. First Aid officer is to communicate this with the admin staff in the office.
8. For students who say they feel unwell but are not demonstrating any signs of being unwell, the First Aid officer should speak to the classroom teacher. Parents of ill children will be contacted to take the child/ren home.
9. 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, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form LE375 (See MPPS Accidents, Incidents & First Aid Reporting Policy), and entered onto CASES.

To be read in conjunction with MPPS First Aid Policy and the Accident, Incident & First Aid Reporting Policy: <http://www.mpp.vic.edu.au/school-council/school-policies/>