



## 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*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

### 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.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

#### First aid kits

MPPS will maintain:

- A major first aid kit which will be stored in the first aid room.

Three first aid kits will also be available in the PE storeroom, administration office and an additional kit in the first aid room.

The Office Administration staff will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [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 supervised outside the office or 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.

### First aid room/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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
  - if care was provided in response to a medical emergency or reportable incident, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

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. For further information refer to the Department's Policy and Advisory Library: [Medication](#).

### **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

### **FURTHER INFORMATION AND RESOURCES**

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)

- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs 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

#### POLICY REVIEW AND APPROVAL:

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	2027 (every 4 years)



### 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

.....  
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: \_\_\_\_\_

.....  
*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/>