



FIRST AID POLICY

PURPOSE

Jells Park Primary School endeavours to provide an environment that is safe and caring for all. Inevitably students, staff or visitors may occasionally become sick or be injured at school. When that occurs, First Aid assistance and supervision is provided to ensure that they are cared for by staff within the limit of their skill and expertise. Appropriate follow up action is then taken.

SCOPE

Guidelines

- To administer First Aid to children or adults in a competent and timely manner
- To document injuries and illnesses as required by DET
- To provide appropriate notification and follow up action to parents and teachers
- To ensure clear documentation regarding the safe administration of medication
- To plan for and continue the regular training and updating of staff First Aid skills and knowledge
- To ensure that management plans for students with ongoing medical conditions are readily available for reference by staff

IMPLEMENTATION

- A First Aid room, equipped with suitable furniture and supplies, is situated in the main entrance foyer next to the School Office. It is where students and others will receive First Aid attention.
- A qualified staff member will be rostered onto First Aid Duty every recess and lunch time to attend to students or others who need assistance.
- The staff member attending to anyone with an illness or injury in the First Aid Room must complete the 'DET Cases 21 Incident Notification Form'. A 'Sick Bay Notice' will also be completed and given to the student to take home. This will identify why the student received attention in the First Aid room.
- The following injuries must be reported on the CASES 21 program:
 - injuries to students, serious enough to require parents, guardians or authorised carers, to seek medical attention and /or an ambulance to be called.
 - any injury that has required further medical attention after initial First Aid by the school.
 - all injuries involving the head.
 - all injuries to staff.
 - all injuries to visitors.
- All knocks to the head will be reported to parent/s or main care givers via telephone. The communication is to be recorded on the DET Incident Notification Form.
- During recess times, students will receive treatment by a Yard Duty Teacher in the playground if necessary. The teachers will carry a First Aid bum bag containing basic supplies of tissues, gauze wipes, Band Aids, disposable gloves and a CPR mask.
- The Yard Duty Teacher may send a student to the First Aid Room for more extensive attention. The teacher will give the student a yellow First Aid laminated card, which will be in the bum bag, to take with him/her and also organise a peer to accompany him/her to the Staff Room to see the teacher rostered on First Aid duty.

- When a student is ill or injured during class time, the class or specialist teacher will complete a Sick Child Notice (blue form) stating what they think is wrong and what action should be taken. The student, with the form and a peer, will go to the School Office for further attention or for his/her parents to be contacted to take the student home.
- During class time students needing first aid will be attended to and supervised by a trained First Aid Office staff member.
- When it is recommended that an injured or sick person goes home and/or attend a medical facility, during class time, he/she will wait in the First Aid Room and be supervised by the Office staff, who will arrange for school bag etc to be brought to the First Aid Room. The parent or care-giver will 'sign out' the student using the designated form and the classroom and/or specialist teacher will be informed of the action.
- School attendance for persons with infectious diseases and other designated illnesses/conditions will comply with standards as set out by the official DET Health Regulations.
- An alert will be sent home via SKOOLBAG regarding any outbreaks of infectious diseases as per DET guidelines.
- Parents will be encouraged to keep sick students at home.
- All Yard Duty staff are expected to carry their mobile phones. Should an emergency occur in the playground, staff will call the office to request medical assistance/Auto-Injector/ambulance.
- Should a sick or injured person be unable to go to the Staff Room or First Aid Room, the Yard Duty Teacher may send another student to the Staff Room with a red 'Emergency Help Is Needed' First Aid card for urgent assistance.
- A blue, 'Emergency Auto-Injector (eg Epipen)' request card for urgent Anaphylaxis Management assistance will be sent by the Yard Duty Teacher to the Staffroom as back up (or School Office) for possible Anaphylaxis incidents. Auto-Injector (eg Epipen) will be stored in the marked cupboard in the First Aid room. Anaphylaxis procedures will be followed in the event of an Anaphylaxis reaction.
- The Duty Area will be identified on the blue cards.
- A classroom teacher will phone the School Office with the same requests as above, if an emergency occurs in a classroom.
- Each year, a Level 2 First Aid trained office staff member will have the responsibility of ensuring that adequate first aid supplies are available at all times and that Bum Bags, First Aid Backpacks and other necessary equipment is replenished, will regularly check the expiry dates of all medication held in the First Aid Room fridge or cupboards and maintain the First Aid Room.
- Excursion Bum Bags and a First Aid Back Pack will be carried on all excursions, sports events and camps etc.
- Staff responsible will complete the Sign In/Sign Out Book in the First Aid room for Auto-Injector (eg Epipen) and First Aid Backpacks when leaving the school grounds.
- Staff members will be offered the opportunity to train to Level 2 First Aid standard, at no cost to the staff member, and to update their training within the set timeframe (normally a 3-yearly cycle) with an authorised First Aid training provider.
- All staff members will be provided with Anaphylaxis Management training to comply with DET guidelines.
- Every effort will be made for an adequate number of staff to have current Level 2 First Aid training, as per the Occupational Health and Safety Act 2004.
- A sufficient number of staff (including at least one administration staff member) will be trained in Level 2 First Aid and hold current CPR qualifications.
- Level 2 trained staff will be asked for advice to assist in some First Aid incidents.
- At least one Level 2 First Aid trained staff member must be present on any school excursion, sport event or school camp.

- Sometimes students require medication to be administered at the school. All medication must be in the original medication bottle or container and clearly labelled including the name of the student, dosage and time to be administered. It should be accompanied by written advice on a Medication Form, providing directions for appropriate storage and administration. Ideally this should be completed by the student's medical/health practitioner, however, parents or guardians may also provide this written information.
- When administering prescription medication, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacist's label noting the name of the student, dosage and time to be administered.
- A medication log should be completed by the person administering the taking of medication. All medication will be kept in the First Aid Room (cupboard or refrigerator).
- Analgesics should not be administered to students or kept with First Aid supplies.
- Asthma medication may be cared for and self-administered by students.
- All students and staff with severe, ongoing medical conditions must have a Medical Management Plan available at the School Office and copies are to be given to specific classroom teachers and specialists etc for immediate reference, if necessary.
- Two school Auto-Injector (eg Epipen) (Adult) will be stored in the Anaphylaxis cupboard in the First Aid Room for emergencies.
- At the beginning of each year, time will be allocated for first aid awareness information to be discussed with all staff. For example the:
 - First Aid Policy, Appendix 1-Action Plan for Medical Emergencies, Anaphylaxis Management Policy, Asthma Policy, Excursion Policy and Outdoor Education Policy
 - location of First Aid supplies
 - names of trained First Aid staff members, who will also be listed in the First Aid & Staff Room
 - contents of yard duty bum bags, location of excursion bum bags and First Aid back pack
 - identification of students with special medical needs and what to do in an emergency
 - emergency services phone numbers and their location
- For serious illness or injury, for example; anaphylaxis, asthma attack or other medical emergency etc, refer to related policies. An ambulance must be called within the stated timeframes, with the person making the call relaying a clear explanation of the specific emergency to the ambulance call centre and remaining on the phone
- For incidents or emergencies requiring more than First Aid assistance, refer to the Critical Incident Policy
- In some circumstances, school Staff may wish to make use of Nurse-on-Call, a phone service funded by the Department of Health that provides immediate, expert health advice from a registered nurse, 24 hours a day, 7 days a week.
- Nurse-on-Call is available on **1300 60 60 24** for the cost of a local call from anywhere in Victoria.

FURTHER INFORMATION AND RESOURCES

- Appendix 1: Notifiable Incidents Flowchart
- Appendix 2: Cases 21 Incident Notification Form
- Refer to:
 - DET Infectious Diseases School Policy
 - DET Student Health Care
 - DET Medical Emergencies
 - Anaphylaxis Management Policy

REVIEW PERIOD

This policy was last updated on November 2018 and is scheduled for review in November 2022 or as required.

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
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

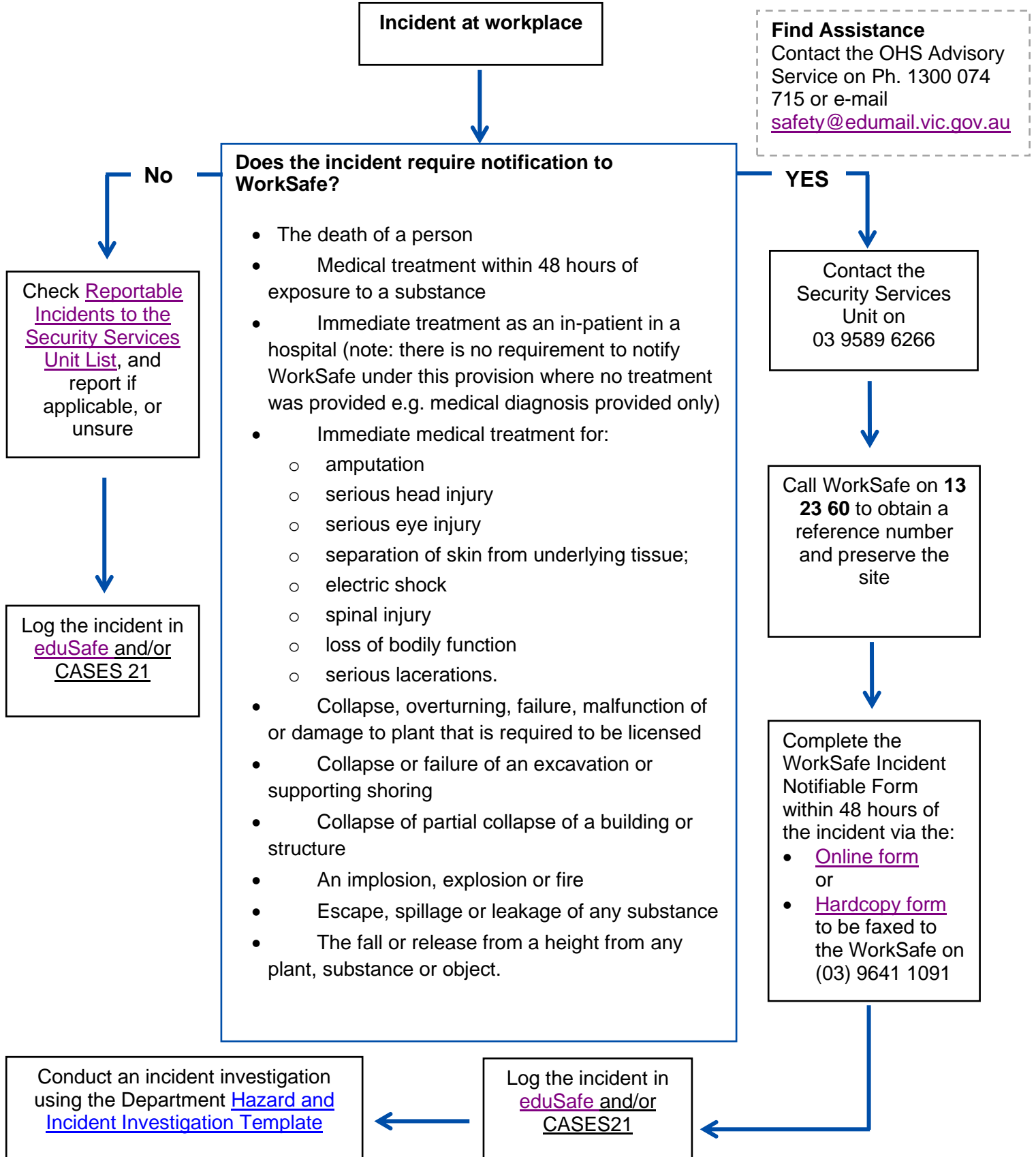
Our school’s trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2018
Approved by	Principal
Next scheduled review date	November 2022

Appendix 1

Notifiable Incident to Worksafe Flowchart



APPENDIX 2



CASES21 INCIDENT NOTIFICATION FORM

School Name/Location:	School Number:
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BRIEF ACCOUNT OF INJURY

Details of Incident:

Accident Date:	Accident Time:
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ACTIVITY (GENERAL & DETAILED)

1. Chemical Use 2. Manual Handling, Lifting 3. Sports/Physical Education <i>(Athletics, Basketball, Cricket, Football-All Codes, Skating, Baseball, Gymnastics, Ball Games not Specified, Other Sports)</i>	4. Vehicle Use (Car, Bicycle, Bus, Other) 5. Machinery Use (<i>Hand tools, Portable Power Tools, Other Machines</i>) 6. Using Office Equipment 7. Curriculum Area (<i>Arts Science, Technology studies, PE, Home Economics, Other</i>)	8. Fighting/Assault 9. Play General 10. Walking 11. Running, Jumping, Skipping 12. Accidental Contact by other Person 13. Other (Specify) _____ _____ _____
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ACCIDENT DESCRIPTION

1. Slip 2. Trip 3. Fall 4. Overexertion	5. Mental Stress 6. Collision 7. Crushing 8. Hit by Moving Object	9. Other (Specify) _____ _____ _____
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ACCIDENT SITE (Indicate CAMPUS, if more than one CAMPUS)

1. Sports Ground/Venue 2. Playground General 3. Playground Equipment 4. Classroom General 5. Chairs	6. Doors/Windows 7. Stairs/Steps 8. Paths/Walkways 9. Office Administration 10. Travel to / from School	11. Camp/Excursions 12. Other (Specify) _____ _____
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STAFF ON DUTY

Name _____
Number of Staff on Duty:

INJURED PERSON

Type: Student Staff Family Others	Name:	
ID (If Applicable):		
Date of Birth:	Age:	Gender:
Address:		Telephone:
If Applicable Date of Ceasing Work:		WorkCover Claim Lodged:

INITIAL ASSISTANCE BY PERSON

Type: Student Staff Family Others ID (If Applicable):	Name:
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SEVERITY OF INJURY

INJURY:	1. First Aid (Returned to Class) 2. First Aid (Sent Home) 3. Doctor or Dental Treatment	4. Hospital (Outpatient) Treatment 5. Hospital (Inpatient) Treatment 6. Fatal
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DOCTOR TREATED PATIENT FOR (If Applicable)

TREATMENT:	1. Amputation of any part of the body 2. Serious Head Injury 3. Serious Eye Injury 4. Separation of skin from underlying tissue (eg Degloving/Scalping) 5. Electric Shock 6. Spinal Injury	7. The Loss of a bodily function 8. Serious lacerations (serious means “of Grave Aspect” or “Critical”) 9. Injury due to exposure to a substance (eg Gas Inhalation, Acid Exposure) 10. Other (Specify) _____ _____
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NATURE OF INJURY

NATURE:	1. Fracture 2. Dislocation 3. Strains/Sprains 4. Lacerations/Cuts 5. Burns/Scalds	6. Crushing/Amputations 7. Bruises/Knocks 8. Dental Injuries 9. Other (Specify) _____ _____
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LOCATION OF INJURY

LOCATION	1. Head (<i>Skull, Face, Jaws, Ears</i>) 2. Eyes 3. Neck 4. Trunk (<i>Chest, Abdomen, Buttock, pelvis, Spine</i>)	5. Arm (<i>Shoulder, Elbow, Forearm, Wrist, Hand, Finger, Thumb</i>) 6. Leg (<i>Hip, Thigh, Knee, Ankle, Foot, Toes</i>) 7. Internal 8. Multiple locations 9. Ear
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WITNESS DETAILS (Provide attachment if multiple witnesses)

Name:	Type: Student Staff Family Others ID (If Applicable):
Address:	Telephone:
Witness Statement: _____ _____	

PREVENTIVE ACTION PROPOSED OR TAKEN (For Staff members or Severe Accidents)

1. No Preventative Action Taken/Intended 2. Referred to the School’s Safety/OHS or Risk Management Committee 3. Referred to the School’s Health and Safety Representative 4. Review of Curriculum 5. Review/Reinforce/Reiterate Procedures 6. Review Systems 7. Review the Environment	8. Review Personal Protective Clothing/Item 9. Review Equipment/Machinery Modifications 10. Review Equipment/Machinery Maintenance 11. Review/Reinforce/Reiterate Student Instructions 12. Review Training Provisions 13. Other (Please first contact the Liability Claims Management Unit - Specify) _____ _____
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OFFICE USE ONLY – ENTRY TO CASES21

Staff Initial:	Principal Initial:
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Date ___/___/___

Signature of Principal/Head Officer _____