



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Black Hill Primary School.

## PURPOSE:

- All children 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.
- To ensure the school community understands our school's approach to first aid for students.

## AIMS:

- To provide appropriate First Aid for all students, staff and visitors to the school.
- To communicate children's health issues to parents and carers.
- To provide supplies and facilities to cater for the administering of First Aid.
- To maintain a sufficient number of staff members trained in CPR and Level 2 First Aid.
- To establish care arrangements in line with DE policy for both ill and injured students.
- To ensure all staff are trained in the use of an adrenaline pen (Epipen) and defibrillator.

## 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.

## IMPLEMENTATION:

From time to time Black Hill primary School staff might need to administer first aid to students at school or on school activities. Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

- The First Aid staff will be primarily responsible for First Aid and materials and equipment.
- Where possible a qualified (Level 2) person should be available to oversee the administration of First Aid in the school at all times and on all excursions and camps.
- All students attending camps or excursions will have given the school a signed medical form providing medical details, emergency contact numbers and permission for the school to contact a doctor or ambulance for immediate medical assistance should instances arise. A copy of the form must be left at the office while the original copy stays with the teachers in charge of the students.
- DE Guidelines will be followed at all times.
- The maintenance of accurate records of all First Aid is essential and to be completed by office and trained staff.
- A current confidential "Medical at Risk" and "Asthma Management Plan" will be maintained in the First Aid room and in teacher yard Duty bags.
- At the commencement of each year, requests for updated First Aid information will be sent home including requests for asthma and anaphylaxis management plans.
- All students and staff who suffer from asthma, anaphylaxis allergies or other medical conditions are listed in the Emergency Management Plan each year and displayed in the staffroom, First Aid register and on Compass.

## STAFFING

The Principal will ensure that Black Hill Primary School 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. Staff trained have their qualifications displayed in the first aid room.

#### FIRST AID KITS

Black Hill Primary School will maintain:

- The majority of first aid kits and equipment are stored in the First Aid room in the administration building.
- There are 4 major portable first aid kits which are used for excursions, camps, or yard duty. There are also 8 mini portable first aid kits available for whole school events. These kits are stored in the first aid room.
- The first Aid Warden and admin 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](#).

#### FIRST AID ROOM

- During class time the office staff will take responsibility for the sick bay.
- A "Medical at Risk/Asthma Management Plan" will be kept in the First Aid room and all children with special concerns will be brought to the staff's attention.
- All treatments in the First Aid room will be recorded in the First Aid Register.
- Parents of all children who receive First Aid will receive either a phone call or a completed injury form highlighting the nature of the incident and the treatment given.
- When a child receives a head or back injury, parents will be notified by either phone or note from First Aider. In extreme cases, contact WorkSafe, e.g. broken bones and then recorded on CASES 21.
- Pupils unable to return to class/yard will be supervised by the office staff until they can be collected by a parent or carer.
- All children must see a teacher to get a sick bay-yellow card or an emergency-red card before going to the sick room.
- All other injuries will be sent to the First Aid room with a First Aid card or note from a teacher.
- All staff have the authority to call an ambulance in an emergency or if a child's condition deteriorates.
- Staff will be encouraged to have Flu and Covid immunisations and to keep their immunisation schedule up to date.

#### CARE FOR ILL CHILDREN

Students who are unwell should not attend school.

- Should a child in class complain of feeling ill, the class teacher must assess this to the best of their ability and telephone the parent to seek advice.
- Children should not be sent to the office for assessment of illness except if the situation seems serious. Sick bay is used where illness/ injury of a serious nature is suffered and in these cases the First Aid officer on duty will assist teachers in contacting the family so that the child may be taken home.
- If a student becomes unwell during the school day they may be directed to the office staff and monitored. 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 head injuries must be referred to a First Aid officer at the office and a telephone call made to inform the family (teachers must speak to the First Aid officer about who will make the call).**
- The office staff must be informed if parents collect a sick student from the classroom.
- Our school follows the Department's policy and guidance in relation to our first aid room to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

#### 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/carers 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, the school will notify parents/carers by phone call.
- 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 is administered to a student resulting from a student incident, injury or illness, Black Hill Primary School will:
  - Record all provision of first aid treatment and accidents onto Compass Chronicle. Major incidences are to be placed on eduSafe Plus (incident form).
  - 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 Department of Education policy, 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](#)

- Staff on yard duty must carry a "yard duty bag" for minor injuries. The bag contains Band-Aids, tissues, plastic gloves and a Ventolin spray to handle minor injuries. There is a yellow card in the bag to send with children going to the First Aid room. A red "emergency" card is sent to the office for more serious injuries (deemed to require an ambulance).
- The oval yard duty bag also contains a mobile phone with the code attached and a generic Epipen in case of emergency.

#### **MEDICATIONS**

- Oral medication may only be given when it is supplied by the **child's parents with clear written instructions on a signed Medication Authority Form. Parents are encouraged to administer medications to children outside of school hours where at all possible.**
- Medication from home must be handed to the office staff for safe storage.
- Students must go to the office to collect and have their medicine administered. A record of the time given, dose given and name of medication is recorded in the Medicine Register kept at the office.
- Pupils may retain asthma sprays if the class teacher is notified.

#### **COMMUNICATION**

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

- Available publicly on our school's website
- Included in Parent Information Booklet
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

#### **SAFETY PROCEDURES**

- (Duty of Care – School Operations Manual 4.11)
- The school will have an appropriately stocked First Aid Room and kits with accompanying advice on the need for care in handling blood (see School Operations Manual 4.1.3).
- Hygiene and safety practices in the First Aid room will protect students, teachers and members of our school community from infection.
- Office staff and trained First Aid staff will have basic First Aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Any student/adult with injuries involving blood must have the wound covered at all times.

#### **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
- Anaphylaxis Policy

For management of Diabetes and Epilepsy refer to DE guidelines

## POLICY REVIEW AND APPROVAL

### EVALUATION:

This policy is to be reviewed as part of the school's **three-year** review cycle.

<b>Created date</b>	<b>September 2009</b>
<b>Consultation</b>	Staff, Parents, School Council Policy Sub-Committee
<b>Endorsed by</b>	Black Hill Primary School Council and school principal
<b>Reviewed on</b>	September 2022 and January 2024
<b>Next review date</b>	September 2025