



CRAIGIEBURN PRIMARY SCHOOL

FIRST AID POLICY

PURPOSE

To ensure the school community understands our school's approach to first aid for students. All children have the right to feel safe and well, and know that they will be attended with due care when in need of first aid.

SCOPE

First aid for anaphylaxis and asthma are provided for in our schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Craigieburn Primary School 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 Craigieburn Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Craigieburn Primary School's trained first aid officers are:

- Carol Colbert First Aid Officer

First aid trained staff as at 16/07/2020

- Chris Drowley - Assistant Principal
- Sheryl Zugaro - Business Manager
- Kim Rotondi - Leading Teacher
- Kerrie Cull - Leading Teacher
- Dawn Hollaway - Administration
- Sonya Hickson - Administration
- Eleanor Crawford-Page - Administration

- Debbie Diss - Education support
- Grace Muscat - Education Support
- Meagan Dancer - Education Support

First Aid Kits

Craigieburn Primary School will maintain:

- A major first aid kit which will be stored in Sick Bay – administration building.
- Secondary First Aid Kit – office area Rooms 27/28
- 10 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in:
 - Excursion Bags in the Sickbay storeroom
 - Yard Duty bags in Administration building hallway outside sickbay

The First Aid Officer will be responsible for maintaining all 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 directed to the sickbay and monitored by 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.

ACTION TO BE TAKEN IN THE EVENT OF ILLNESS IN the CLASSROOM:

- Establish as far as possible whether the child is genuine or not before sending them to the office. Strategies could be why don't you just rest for a few minutes and see how it goes. You can work in the quiet area up the back for a few minutes to see if you feel better. Observe the child in the classroom.
- If the child still says they feel sick send them to the Office with 2 other children with an orange note of explanation. **If a child says they feel like they are going to vomit grab a container quickly**.
- First Aid Staff
 - Determine what is wrong with the child. Send the other 2 children back to their room
 - Contact the parents' emergency contacts if the child is ill and is going home
 - Inform the teacher of what action has been taken if required
 - Regularly check occupants of the sick bay
- If there was an accident, the class teacher should complete an accident form or head injury form. If in doubt check with your coordinator.
- If you believe the matter is urgent, ask a neighbouring teacher to supervise your grade and take the child to the office yourself. If the child should not be moved, ring the office on 9, and seek immediate help from the nearest senior staff member.

ACTION TO BE TAKEN IN THE EVENT OF ILLNESS/INJURY IN THE PLAYGROUND:

- After checking the child and concluding that they need to go to the Sick Bay children will be sent to the Sick Bay with a Sick Bay Pass and another child.
- If it is more serious call the office and ask for assistance stating the Area and the yard duty teachers name.
- Where it is considered that the parent should be contacted the Sick Bay staff and/or the Office/Principal will do so.

ACTION TO BE TAKEN IN THE EVENT OF ILLNESS ON AN EXCURSION, CAMP, OR OTHER OUT-OF-SCHOOL ACTIVITY:

If illness or injury occurs:

- where adults present cannot adequately deal with the problem immediately arrange for appropriate medical attention e.g. ambulance, doctor, hospital, etc
- when practical, contact school to inform of action taken.
- School will contact parent or emergency contact.

It is essential that you contact the School or Principal Class out of school hours to advise them of the action you wish to take or to seek further direction.

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, Craigieburn Primary School will notify parents/carers by sending a note home to parents/carers, email or a 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 has been administered to a student Craigieburn Primary School will:
 - 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.
- A confidential up-to-date register (kept under lock and key) located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with infection control training, including the management of blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Any children with injuries involving blood or broken skin must have the wound covered at all times.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency or the end of the school day) must sign the child out of the school in a register maintained in the school office.

- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical details and granting teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All children attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting teachers permission to administer the medications.
- All children with asthma or diabetes or anaphylaxis are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, hypo kits or EpiPen's etc. needed to implement their plan at school.
- A member of 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.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any updated asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year.

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

Related Policies:

- CPS Health Care Needs Policy
- CPS Medication Policy
- CPS Anaphylaxis Policy
- CPS Asthma Policy

REVIEW CYCLE

This policy was last updated on 7th August, 2020 and is scheduled for review in August 2023