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FIRST AID POLICY

(Includes Arrangements for Ill Students)



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact the school office on 03 9882 4663.

PURPOSE

To ensure the staff and school community understand the approach Camberwell Primary School takes to first aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Management Policy*
- *Asthma Management 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 Camberwell 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 Camberwell 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 Staff Training Register, which includes the expiry dates of the training.

The list is reviewed on an annual basis at the beginning of each new school year and when new staff members are inducted.

First Aid Kits

Camberwell Primary School will maintain:

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- Major first aid supplies, in the First Aid Rooms.
- An appropriate number of portable first aid which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in each wing of the school and in the First Aid Rooms.

The School Nurse 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 directed to the First Aid Room 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.

First Aid Rooms

Our school follows the Department’s policy and guidance in relation to our first aid rooms 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/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, the school will notify parents/carers by sending a note home to parents/carers.
- 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.

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- Whenever first aid treatment has been administered to a student Camberwell Primary School will:
 - record the incident on Compass and, when necessary, EduSafe Plus
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, Compass is used for documentation
 - 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 Department of Education and Training 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](#)

COMMUNICATION

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

- Available publicly on our school’s website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- 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](#)

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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

REVIEW PERIOD

Policy last reviewed	November 2022
Approved by	Principal
Next scheduled review date	2026

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Procedure for attending first aid (same procedure for both campus)

- Address the child’s issue and administer appropriate first aid
- Document in the first aid register date, time, students name, reason for visit, where it happened, how it happened and what first aid was given.
- Parents/carers are called when the nurse deems it necessary
- If student has a medical emergency such as fracture, head injury or laceration an injury report is filled in and parents are notified and emergency procedures put in place if required.
- At the time of the emergency it will be decided then who will be nominated to call the ambulance (normally office staff or principal)
- If a fracture or major injury occurs, after attending to the student, Emergency Management and WorkSafe are to be notified.

Procedure for any head knocks (both campuses)

- Address the students injury and administer appropriate first aid.
- An injury report is filled in and parents are notified
- A first aid attendance sheet is filled out for the child to take home to parents.
- If the student returns to class the teachers are notified that the child has had a head knock and to watch out of any symptoms that might suggest concussion.
- This is done either in person if at lunch/recess time or the student takes a laminated card from first aid to give to their teacher explaining that their parents/carers have been notified and a list of symptoms to watch out for.

Procedure for giving medication

- Ensure that permission to administer medication has been received by the student’s parents/carers
- Medication is to be provided in the original packaging that gives the name of the medication, name of student, the dose and time it is to be given.
- All analgesia is to be provided by the parents/carers.
- Medication is stored in cupboards.
- Analgesia medication is stored in a locked cupboard.
- When medication is given the nominee administering needs to ensure that the correct medication is administered to the correct child in the correct dose, via the prescribed route, at the correct time and that it is documented that it has been given.
- A slip is to be given to the child to inform their parents that it has been given and by whom and at what time.

PROCEDURES FOR MEDICAL TREATMENT

- In the event of a student requiring medical attention, an attempt will be made to contact the parents/carers before calling for medical attention except in an extreme emergency. In serious cases, parents/carers will always be informed as quickly as possible of their child’s condition and of the actions taken by the school.
- All accidents and injuries will be recorded on the Department’s injury management system on CASES21.
- A Record of First Aid Treatment will be kept in the Sick Bay and information recorded for all students treated in the Sick Bay. A pink slip will be filled in and sent home with the student

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indicating date and time of attendance in the Sick Bay, the treatment given and the person administering the first aid.

- It is the policy of the school that all injuries to the head are reported to the principal and team Member in charge of First Aid and that parents/emergency contacts are contacted regarding the injury.
- First aid kits will be available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion.

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Portable first aid kits will be available for staff on yard duty. These kits will contain:

- a pair of single use plastic gloves
- a bottle of sterile eye solution
- gauze and band-aids
- record book & pen
- First Aid passes

Assessment and First Aid Treatment of an Asthma attack

If a student develops signs of what appears to be an asthma attack, appropriate care must be given immediately.

Assessing the severity of an asthma attack

Asthma attacks can be:

- Mild: this may involve coughing, a soft wheeze, minor difficulty in breathing and no difficulty speaking in sentences
- Moderate: this may involve a persistent cough, loud wheeze, obvious difficulty in breathing and ability to speak only in short sentences
- Severe: the student is often very distressed and anxious, gasping for breath, unable to speak more than a few words, pale and sweaty and may have blue lips.

All students judged to be having a severe asthma attack require emergency medical assistance.

Call an ambulance (dial 000), notify the student’s emergency contact and follow the ‘4 Step Asthma First Aid Plan’ while waiting for the ambulance to arrive. When calling the ambulance state clearly that a student is having ‘breathing difficulties.’ The ambulance service will give priority to a person suffering extreme shortness of breath. Regardless of whether an attack of asthma has been assessed as mild, moderate or severe, Asthma First Aid (as detailed below) must commence immediately. The danger in any asthma situation is delay. Delay may increase the severity of the attack and ultimately risk the student’s life.

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Camberwell Primary School First Aid Register

Name	Role	Location	Certificate Attained	Review Date

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