



Kalinda Primary School No. 5121



### Help for Non-English Speakers

If you need help to understand the information in this policy please contact Kalinda Primary School on (03) 9876 3289.

## FIRST AID AND CARE FOR STUDENT'S POLICY

### PURPOSE

To ensure that Kalinda Primary School (Kalinda PS) and the school community understands our school's approach to First Aid and Care of Ill students.

First aid is the first assistance and support when a person presents with an obvious or complained-about injury or sudden health status change. All staff have a duty of care to ensure that any potentially life threatening, or long-term health deterioration is stabilised while professional care is sought.

Kalinda PS strives to:

- promote a safe and caring school environment where everyone knows that they will be attended to with due care when their physical or emotional wellbeing is at risk
- provide first aid, emergency treatment and life support to students, staff and visitors to school
- ensure that the health and well-being of students assumes the highest of policy priorities
- ensure there is a reliable process for first aid available and administered to those who need it
- maximize the number of staff members who are trained in Level Two First Aid
- provide professional development training that supports staff in the area of health and first aid
- provide information and advice to parents related to children's health as appropriate
- ensure a range of first aid supplies and facilities are readily available to cater for the administering of first aid.

### SCOPE

Applies to all first aid procedures at Kalinda PS and to the operation of the First Aid room and nursing care.

First aid for anaphylaxis and asthma are provided for in the Kalinda PS:

- Anaphylaxis Management Policy
- Asthma Management Policy
- Epilepsy Management Policy

### First Aid Definition

First aid involves emergency treatment and support to:

- preserving life through:
  - clearing and maintaining open airways
  - restoring breathing or circulation
  - monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
- protect a person, particularly if they are unconscious
- prevent a condition worsening
- promote recovery

**Note:** The goal of first aid is not to diagnose or treat the condition

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 Kalinda PS 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 Kalinda PS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. For each one hundred (100) enrolled students at Kalinda PS, the School will ensure there are at least two trained first Aid officers.

Our school's trained first aid officers are listed on 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.

The Kalinda PS Principal will ensure:

- that sufficient staff have been trained in first aid under the provisions of the Occupational Health and Safety Act 2004 and the Department of Education and Training's (DET) First Aid and Infection Control advice
- there is always a first aid officer who:
  - an assist an ill or injured person
  - has current qualifications covering all the school's first aid requirements
- a trained member of staff holding a current Level 2 First Aid Certificate will be on duty each school day during recess and lunchtime
- a trained member of staff holding a current Level 2 First Aid Certificate will be appointed as the First Aid Co-ordinator each year
- the maintenance of a Register of Staff trained in First Aid
- all staff will be inducted with basic first aid management skills
- ensure first aid should only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence
- all staff with a duty of care for students, will be trained to assess and manage an asthma emergency and will complete an Asthma Education session at least every three years (either face to face or online)
- that there are regular updates related to students with asthma, anaphylaxis or other serious medical conditions will be communicated to staff at the beginning of each term and at when appropriate, or when conditions change, or as directed by parents
- those staff with a direct student wellbeing responsibility such as nurses, PE/sport teachers, first aid and camp organisers will complete the Emergency Asthma Management (EAM) course at least every three years
- that Kalinda PS will follow Ministerial Order 706 (MO706) requires schools to provide regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction including competently administering and EpiPen/Anapen
- all staff with a duty of care to students will undertake the ASCIA e-training course every two years in how to recognise and respond to an anaphylactic reaction including administering an adrenaline autoinjector (i.e. EpiPen) and have their competency in using an auto-injector tested in person within 30 days of completing the course
- general organisational matters relating to first aid will be communicated to staff at the beginning of each term and at weekly briefings or whenever required
- Professional Development with regard to specific illnesses will be provided to staff on the basis of need
- that current procedures are continually monitored and assessed by the School Nurse and First Aid Coordinator so they are best practice and up to date with all DET requirements.

The Kalinda PS nurse will be responsible for maintaining:

- all records of students who attend the First Aid room or require First Aid care at Kalinda PS
- all equipment in the First Aid room
- all first aid kits.

The Kalinda PS Principal must ensure:

- all staff are familiar with the school's first aid procedures
- all staff observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

### **First Aid Room**

The first aid room will be maintained to a level so as to be able to administer basic first aid and nursing care for the students of Kalinda PS. The First Aid room will be provided with:

- a minimum of one bed
- a treatment chair
- a comprehensive and fully equipped first aid and nursing station
- a minimum of one wheel-chair
- a minimum of one set of crutches in varying sizes
- a lockable drugs cabinet that meets Drugs, Poisons and Controlled Substances Act 1981 and Regulations 2017 and is designed and manufactured to the requirements of Australia / New Zealand Standard for Safes and Strongrooms (AS/NZS 3809:1998) as stipulated by the Australian Health Department Specifications.

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 Kits**

Kalinda PS will maintain:

- A major first aid kit in the administration/reception area.
- A minimum of four portable first aid kit/s which may be used for excursions and camps
- A minimum of four small portable first aid kit/s which may be used for yard duty

All portable first aid kit/s will be stored in the First Aid room.

The school will support first aid by ensuring the school's first aid needs are met by providing:

- asthma kits
- back up adrenaline auto-injectors for anaphylaxis
- major first aid kits
- sufficient portable first aid kits, including those for Asthma and Anaphylaxis, will be available in the First Aid Room for excursions and camps.

The Kalinda PS Nurse or First Aid Coordinator will be required to:

- regularly inspect first aid provisions
- purchase and maintain first aid supplies in the First Aid Room
- purchase and maintain first aid supplies sufficient for each classroom where there is a specific need
- purchase and maintain first aid supplies sufficient for the stadium
- display a First Aid action plan in the
  - First Aid Room
  - Stadium
  - Staff room
  - Canteen
- publish reminders to parents/carers of the policies and practices used by the school to manage first aid, illnesses and medications in the newsletter throughout the year
- ensure Yard duty teachers carry with them:
  - basic first aid supplies
  - information relating to students at high risk

- a mobile phone
- a fluorescent vest.

### **Medical Information**

Kalinda PS will ensure that:

- each student and member of staff will have Medical Information stored in the school office, recording emergency contact details and special medical needs
- parents will be asked to inform the school about any changes to special medical needs, telephone numbers, address or emergency contact details throughout the year
- any student who has a medical condition or illness will have an Individual Management Plan supplied by the parent/carer including the usual medical treatment needed by the student at school or on school activities, the medical treatment and action needed if the student's condition deteriorates, and the name address and telephone numbers for an emergency contact and the student's doctor
- information about students with known or severe medical conditions including asthma, epilepsy, and diabetes will be provided to all staff
- all staff know the emergency procedure in the event of an asthma attack or other medical crisis
- information about students with a diagnosed risk of anaphylaxis will be provided to all staff
- all staff know the emergency procedure in the event of an anaphylactic reaction
- named photographs of children with severe medical conditions will be displayed in the First Aid Room, Staff Room, Stadium, Classrooms and Canteen with details of their conditions and courses of action in an emergency
- casual replacement staff (CRT's) will be alerted to those students in the class with special medical needs
- a photo of the student together with relevant information will be included in the class green folder for casual replacement staff
- the school will have back-up adrenaline auto-injector(s) as part of the school first aid kit(s) for students diagnosed with anaphylaxis
- the School will have and maintain at least two asthma and anaphylaxis emergency first aid kits – one to keep at school and a mobile kit for activities such as excursions and camps.

### **First Aid Management and Care for 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 the Kalinda PS nurse or First Aid attending staff member. Depending on the nature of their symptoms, the School nurse or First Aid staff member may contact parents/carers or an emergency contact person to ask them to collect the student.

In a medical emergency:

- any Kalinda PS staff member may take emergency action
- staff 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 call for an ambulance and do not need to obtain parent/carer consent to do so
- staff must seek assistance from the Kalinda PS nurse and other available First Aid trained staff
- staff must inform the College Principal or Assistant Principal of the emergency.

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
- that 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, Kalinda PS will notify parents/carers in the first instance by phoning parents/carers or sending a note to parents/carers with the student. This will be followed by an email, phone call or text to confirm the parent/carer has received the relevant information
- 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 Kalinda PS will:
  - record the incident on CASES21
  - 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, the eduSafe Plus Sick Bay form is used.
  - 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.

### **Medication**

Detailed policy on the Administration of Medications at Kalinda PS can be found in the Administration of Medication Policy.

The Kalinda PS Principal and Staff must ensure that:

- no prescription or other medication including tablets for pain relief will be administered to children without the written permission of parents/carers except in the case of an asthma or anaphylaxis attack
- students, especially those with a documented asthma management plan will have access to their own reliever medication (e.g. Ventolin and a spacer) and/or that provided by the school
- there is detailed Documentation and Notification of all injuries/illnesses that require first aid treatment (other than a band-aid or application of an icepack as a precautionary measure) are to be documented in the Injuries Register located in the First Aid Room
- parents of all children who receive first aid treatment (other than a band-aid or application of an icepack as a precautionary measure) will be notified either through Compass, or a phone call indicating treatment, and time. In more serious injuries/illnesses/distress, parents/carers will be contacted by the First Aid or the Administration staff so that professional medical treatment may be sought
- parents of children who receive injuries to their head will be attempted to be contacted by phone. Notification on Compass may also occur
- injuries to students requiring doctor, dental or hospital treatment will be reported on the DET Accident Notification Form and entered into CASES21, they will also be reported to EduSafe, Security Management, and WorkSafe as per DET policy.

### **Visiting Health Services**

At Kalinda PS a facility will be available for the provision of health services from visiting health care professionals, such as nurses or physiotherapists, as required.

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 the College website
- Included in induction processes for relevant staff
- Included in our staff handbook
- Discussed at meetings are required
- Made available in hard copy 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
- Child Safe Policy
- Duty of Care Policy
- Health Care Needs Policy
- Student Engagement and Wellbeing Policy

### POLICY REVIEW AND APPROVAL

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|----------------------------|------------|
| Policy last reviewed       | March 2023 |
| Approved by                | Principal  |
| Next scheduled review date | March 2026 |