



MALVERN VALLEY PRIMARY SCHOOL

FIRST AID POLICY

FIRST AID

RATIONALE

All students at Malvern Valley Primary School have the right to feel safe and secure at school. It is our responsibility to care for the welfare of all students in the school, ensuring that basic First Aid is administered and organised and that advanced First Aid is sought when necessary. The school and its staff will also support to students that require medication for the prevention or minimisation of symptoms related to illness, to assist them in maintaining good health.

AIMS

- To ensure students receive efficient and effective basic First Aid treatment, including the contacting of additional support (emergency services) when necessary.
- To provide appropriate First Aid materials and facilities
- To ensure effective communication with parents of individual students' First Aid/medication requirements and First Aid incidences.
- To ensure staff are sufficiently trained and informed when dealing with First Aid incidences, critical incidences or when administering medication to students.
- To ensure that students who require medication for illness are treated effectively.

STRATEGIES FOR IMPLEMENTATION

1. ORGANISATION

- 1.1 Occupational Health and Safety (OHS) requirements will be adhered to and reviewed by the OHS Health and Safety Representative, OHS Committee and First Aid Officers.
- 1.2 The school will ensure that at least 4 staff are Level 2 First Aid trained and provide funding for training to ensure this minimum is maintained, in accordance with DET regulations requiring this level for schools between 200-399 students and employees.
- 1.3 All staff will be offered CPR training on an annual basis.
- 1.4 All staff will be trained in the diagnosis of symptoms of Anaphylaxis and appropriate responses, including the use of an Adrenaline Auto Injector to treat Anaphylactic reactions (see Anaphylaxis Policy).
- 1.5 An adequately trained staff member will be allocated time to maintain First Aid Kits, the First Aid room and all medication (including Adrenaline Auto Injectors, Asthma Medication and associated action plans).
- 1.6 First aid kits and medical supplies will be stored in the following locations:
 - 1.6.1 Comprehensive Medical Supplies: First Aid Room
 - 1.6.2 Comprehensive First Aid Kit: First Aid Room
 - 1.6.3 Portable Comprehensive First Aid Kits for excursions and camps: First Aid Room
 - 1.6.4 Automated Electronic Defibrillator: Sherwood Centre
 - 1.6.5 Basic First Aid Kits: every classroom
 - 1.6.6 Basic First Aid Kits: with staff members on yard duty
 - 1.6.7 Basic First Aid Kit: with the Physical Education teacher
- 1.7 A First Aid Officer will be responsible for the organisation and maintenance of first aid materials as required.
- 1.8 At least 1, Level 2 trained staff member will attend each school camp.
- 1.9 Where possible, a Level 2 trained staff member will attend each excursion away from the school.

2. COMMUNICATION

- 2.1 All new enrolments will be required to disclose medical conditions that may require First Aid at school on enrolment forms.
- 2.2 Any students requiring medication to be given at school will provide the school with the named medication in its original packaging and will complete a Medication Authority Form. Unless otherwise requested, this will be kept in the First Aid Room on a labelled shelf.

- 2.3 Parents will be provided with the opportunity to update emergency contact details on an ongoing basis through the parent portal.
- 2.4 Details of student with life threatening and/or severe illnesses, allergic reactions and/or conditions will be displayed in the office, Staff Room, First Aid Room, yard duty folders and in affected children's classes. Teachers are expected to be familiar with these students, their conditions, requirements and appropriate action to be taken in an emergency.
- 2.5 All Casual Relief Teachers (CRTs) are to be made aware of the needs of these specified students through individual teachers' class CRT folders and Specialist Teachers' Special Needs Database.
- 2.6 Asthmatic and Anaphylactic students will have an additional management plans completed (as per Anaphylaxis and Asthma).
- 2.7 Each classroom / specialist area will be provided with 'emergency cards' which can be taken by another student to a member of administration for additional support.

3. DURING INCIDENT

- 3.1 The First Aid Incident Management Flow Chart (Appendix 1) will be followed for all incidences.
- 3.2 Prescribed medication will only be dispensed by a staff member in accordance with instructions stated on the Medication Authority Form.
- 3.3 Any member of staff is required to administer minor first aid in accordance with their duty at the time, at a level within their competency. More serious injuries shall be reported to a Level 2 trained First Aider.
- 3.4 Where there is concern or uncertainty as to appropriate treatment, a Level 2 trained First Aider will decide upon an appropriate course of action (calling emergency services, parents, etc.)
- 3.5 An ambulance will be called if First Aid is required beyond the capabilities of trained staff.

4. POST INCIDENT

- 4.1 A student's parents will be called to collect their children if they remain unwell. If they cannot be collected, they will remain in the First Aid Room if they are too unwell to return to class.
- 4.2 Details of all injuries requiring treatment will be recorded on Sentral, by the staff member who has treated the student. This will be printed and sent home with the student.
- 4.3 All head injuries will be communicated immediately to parents by phone.
- 4.4 Where an Incident Notification Form is required, this will be completed by the staff member who treated the student and lodged on CASES21 by Administration Staff.
- 4.5 If required, Administration staff will contact the Security Services Unit (03 9589 6266) for advice on most appropriate process to follow.

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle

RELATED POLICIES / DOCUMENTS

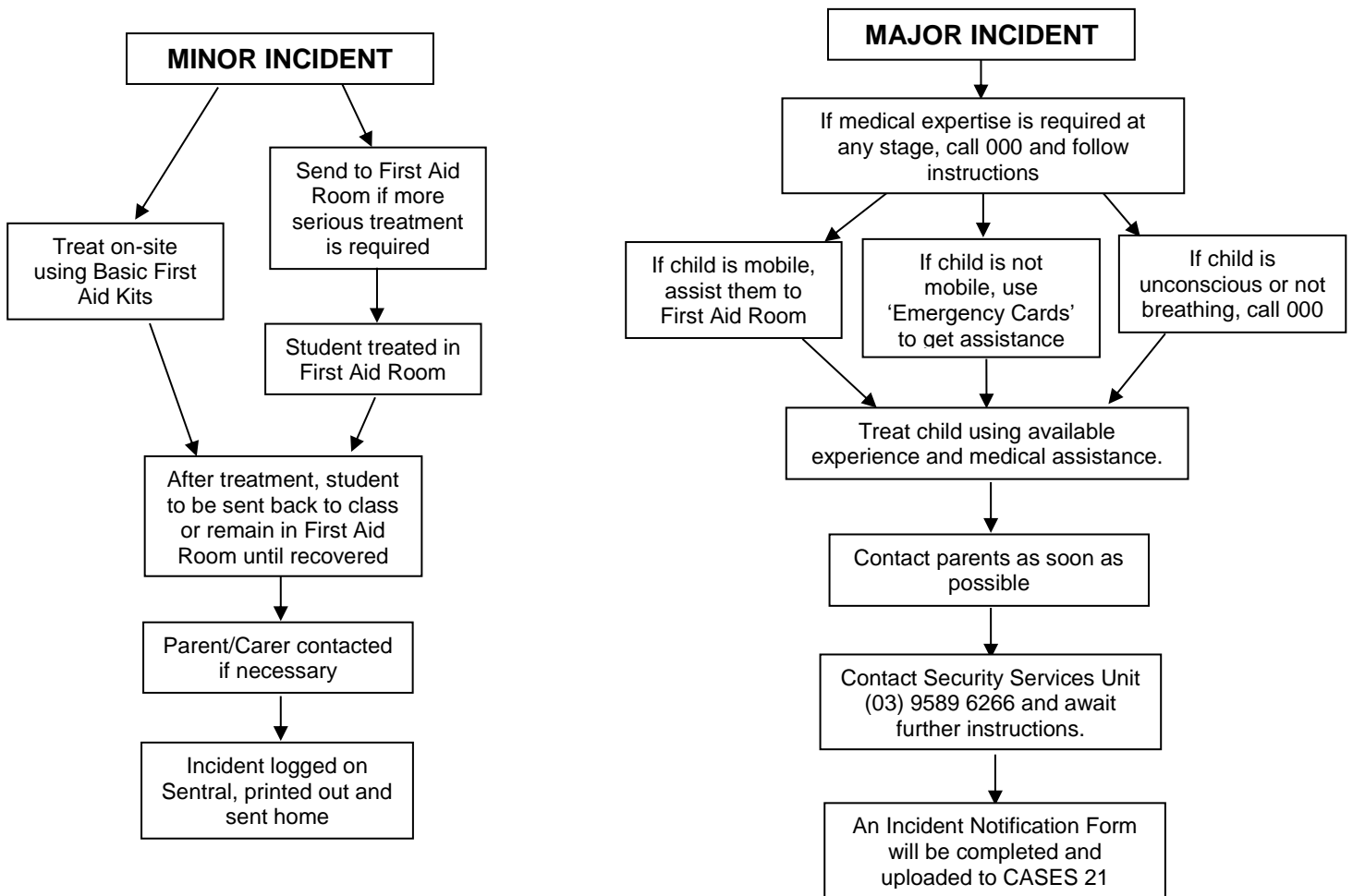
- Anaphylaxis Policy
- Asthma Policy
- Occupational Health and Safety Act, 2004

RATIFIED BY SCHOOL COUNCIL: 2017

TO BE REVIEWED: 2020

APPENDIX 1: Incident Management Flow Chart for First Aid Treatment

INCIDENT MANAGEMENT FLOW CHART FOR FIRST AID TREATMENT



APPENDIX 2: Medication Authority Form