



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 requirements will be adhered to and constantly reviewed by the OHS Coordinator and Committee.
- 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 (providing the school remains between 200-399 students and employees) as per DEECD regulations.
- 1.3 All staff will be offered CPR training on an annual basis
- 1.4 All staff will be trained in the use of an Adrenaline Auto Injector to treat Anaphylactic reactions (see Anaphylaxis Policy)
- 1.5 First aid kits and medical supplies will be stored:
 - Comprehensive First Aid Kit: in First Aid Room (including portable ones for excursions)
 - Comprehensive Medical Supplies: in First Aid Room
 - Portable Defibrillators: Two in precinct, located at Phoenix Park Library Staff Room and Community Centre main entrance.
 - Basic First Aid Kits: shared between partner classrooms
 - Basic First Aid Kits: with staff members on yard duty
 - Basic First Aid Kit: with the Physical Education teacher
- 1.6 A First Aid Officer will be responsible for the organisation and maintenance of first aid materials
- 1.7 At least 1, Level 2 trained staff member will attend each school camp
- 1.8 At least 1, Level 1 trained staff member will attend each excursion away from the school, preferably with a trained Level 2 staff member present

2. COMMUNICATION

- 2.1 All new enrolments will be required to disclose medical conditions that may require First Aid at school.
- 2.2 Any students requiring medication to be given at school will provide the school with the medication 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 The school will ensure that a comprehensive medical contact form is updated annually.
- 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 instigate 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
- 2.6 Asthmatic and Anaphylactic students will have an additional management plans completed.
- 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.

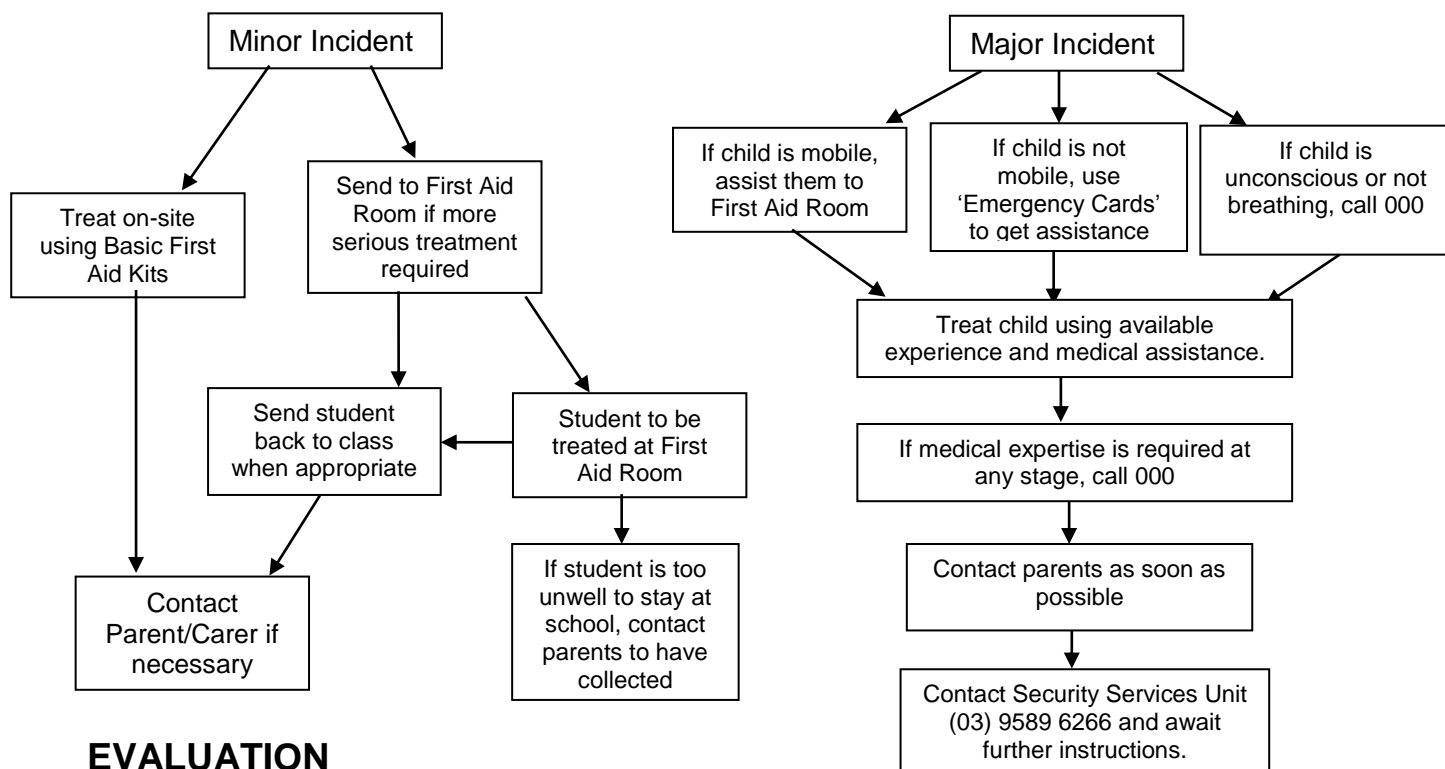
3. DURING INCIDENT

- 3.1 Prescribed medication will only be dispensed by a staff member in accordance with instructions stated on the Medication Authority Form.
- 3.2 Any member of staff is required to administer minor first aid in accordance with their duty at the time. More serious injuries shall be reported to a level 2 trained First Aider.
- 3.3 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.)
- 3.4 An ambulance will be called if First Aid, beyond the capabilities of trained staff, is required.

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 and treatment/action taken will be recorded in the First Aid Diary, kept in the First Aid Room and parents will be notified.
- 4.3 At the completion of initial treatment, staff will contact the Security Services Unit (03 9589 6266) for advice on most appropriate process to follow.
- 4.4 Serious injuries will be logged using an Incident Notification Form to be lodged on CASES21.

INCIDENT MANAGEMENT FLOW CHART FOR FIRST AID TREATMENT



EVALUATION

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

RELATED POLICIES / DOCUMENTS

- Anaphylaxis Policy
- Medication Authority Form
- Occupational Health and Safety Act, 2004
- Vic Govt Schools Reference Guide: <http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/environment/4-5.pdf>

RATIFIED BY SCHOOL COUNCIL: 2014
TO BE REVIEWED: 2017