



Date written: 2001  
School Council Ratified: 16th FEBRUARY 2016

Date reviewed: 2015  
Next review: 2019

**Our First Aid Policy has been developed by members of School Council.  
This includes both parent and DET representatives.**

## **PURPOSE**

The First Aid Policy is designed to cater for the First Aid management of students, staff members and visitors at the school.

## **POLICY STATEMENT**

At Greenhills Primary School, the purpose of First Aid is to:

- Provide First Aid treatment to injured or ill students, staff and visitors.
- Assess patient's condition and where necessary contact parents or emergency contact, summon an ambulance and arrange for appropriate medical treatment.
- Supervise students self-administering medication, such as Ventolin.
- Supervise diabetic students conducting blood tests and follow Individual Management Plans.
- Provide advice, when necessary, to parents and staff regarding the medical condition and the demeanour of students.
- Administer medication to students only as detailed in DET guidelines and only after written permission and instruction from parents has been obtained.
- Provide First Aid station during school emergency procedures.



### **IMPLEMENTATION**

- At Recess and Lunchtime: students with minor injuries must see the teacher on Yard Duty to get a **'First Aid Card'** before going in to the First Aid room.
- For minor injuries or illness:  
Children are to report to/be accompanied to the main office.  
They will then be referred for available medical attention.
- In major cases:  
The first person on the scene will assess the situation in terms of emergency.  
In the most urgent incidents, loss of breathing and/or consciousness, First Aid will be administered.  
In these cases, the First Aid officer or member of the office staff will be contacted. Contact will be made with the walkie talkie or by using someone on at the scene. They will then telephone for emergency assistance. The first person on the scene will stay with the casualty to observe and help reassure the patient until assistance arrives.
- In other serious incidents, for example where there is a possibility of a fracture or bad sprain, the injured person should not be moved unless absolutely necessary.
- In the absence of the First Aid Officer, other trained staff will be required to render assistance. In keeping with DET policy, our staff can be trained for First Aid either through St. John's Ambulance or Red Cross or other providers listed. (See **4.5.5.1 Provision of First Aid in schools**).
- An ambulance will be called in cases where an injury or illness requires urgent medical assistance, such as loss of breathing, major bleeding, heart attack, major burns, serious fractures and any other condition, where it is judged to be necessary.  
(See attached procedure for 'When an Ambulance is called'.)
- In less urgent cases, parents will be contacted to arrange transport to a doctor.
- In cases of illness or serious injury, parents or guardians will be contacted.  
If parents are unavailable, a person designated as an emergency contact by the parents will be contacted.  
The emergency contact will be listed on the child's medical form.
- In cases where the parents or the emergency person cannot be contacted, the Principal or his nominee should be advised to make arrangements for further follow up (contacting parents).  
Children will be constantly monitored until parent or emergency contact arrives.
- If children require medication to be administered at school and/or on school related activities (E.g. Antibiotics), the parents must either:
  - 1) Fill in all details and sign the medication form available at the office and give it to the office staff/school nurse with the medication; or
  - 2) Fully detail medication requirements on the school medication form specifying; medication name, child's name, dosage and dosage times.  
The form should be signed and placed in an envelope to be given to the child's teacher by the child, an older sibling or another person designated by the parents.  
School staff will contact parents if any of the instructions are unclear.



### **IMPLEMENTATION (continued)**

- Students who have Asthma:  
Will have an Asthma Plan formed by their GP that is available to the school.  
The Asthma Plan will be updated annually.  
Teachers will be provided with the Asthma plans for the students in their class at the beginning of each school year.
- Students who have Anaphylaxis:  
Parents will be required to provide the school with an Anaphylaxis plan for their child and an EpiPen, and/or medication for school use. This EpiPen will be taken on all excursions by the child's teacher.  
*(See Anaphylaxis Policy for further information on Anaphylaxis management)*
- Analgesic medication will not be available/supplied to students at this school.  
Written permission and instruction from parents/guardians is required before any medication can be dispensed only medication that has been provided by the parent/guardian will be dispensed.  
Contact will be made with parents if it is deemed appropriate, e.g. Pre-migraine.
- Students need to immediately report any cases of hitting their head.
- In all reported cases of head injury, parents will be notified by phone and a record kept of the action arising following the phone call.
- In the case of needle stick injuries and drug related incidences, the following procedure should be followed:
  - 1) In the event of a serious drug related incident, the teacher in charge will establish the related facts, summon First Aid where appropriate and take any necessary action to ensure the safety of students and others.
  - 2) In the event of needle stick injury, encourage the wound to bleed by gently squeezing, wash affected area with warm soapy water, apply antiseptic and cover, seek further medical advice immediately.
  - 3) Discarded needles/syringes will be disposed of by adults only. Syringes will be disposed of using pick up syringe by barrel only. Disposal bin is located the sick bay.
- Teachers will inform and consult with Principal (or principal nominee and/or first aid officer) in deciding further action when dealing with an incident.
- To prevent the risk of infection to First Aiders while administering treatment, all First Aiders are advised to wear protective gloves and use shields if administering resuscitation.
- Staff Injuries:  
Staff are required to report incidences of personal injuries via Edusafe  
<https://www.eduweb.vic.gov.au/EduSafe/login.aspx?ReturnUrl=%2fedusafe%2fDefault.aspx&cks=1>



### **RESOURCES**

- Comprehensive First Aid kits will be available in the First Aid room for excursions. These include the resources recommended by the Red Cross.
- Ice packs will be located in the freezer in the First Aid room.
- First Aid 'Bum Bags' with a basic kit (band-aids, cotton-balls, tissues and First Aid 'cards') and school walkie talkie will be taken out by teachers when on Yard Duty. These are to be picked up from the First Aid officer at the beginning of breaks. Teachers pass on the resources to the teacher taking over from them on Yard Duty, the resources are returned to the First Aid Officer at the end of Yard Duty.
- Professional Development will be provided for staff on the needs of children with special medical requirements/conditions e.g. asthma, epilepsy, anaphylaxis and diabetes – annually (provided by First Aid officer or outside expert as is deemed necessary by the Principal).
- Children with special medical requirements and conditions will be noted on the 'CRTs/Specialists Information' list formed by all teachers at the beginning of each year. A copy of this will be provided to all Specialist teachers and be available for CRT's at all times.

### **RESPONSIBILITIES**

#### **EVALUATION AND REPORTING OF FIRST AID ADMINISTERED**

In accordance with Executive Memorandum No. 97/035 the following injuries must be reported via CASES:

- *All injuries to students that were serious enough to require parents being notified, irrespective of whether or not the student was sent home.*
- *All injuries involving the head, eyes or teeth - there is a likelihood that the injury may develop into a more serious injury in the future.*
- *All injuries to visitors (parents, contractors and others) that were reported to school authorities.*
- The First Aid Officer completes a hard copy of all incidences to be reported on CASES.
- The First Aid officer records the above incidences on CASES. The Principal to monitor CASES data.

The following are not required to be reported via CASES:

- *Any illness that did not result from an injury e.g. Head ache, cold, stomach ache.*
- *Minor injuries to students that did not require notification to parents.*
- A record will be made of all First Aid treatment. The First Aid register will be used to record all injuries and illnesses that require attention. All appropriate forms should be filled out as soon as possible after any incident requiring First Aid.  
Under the Public Records Act 1973, these records will be retained for 20 years before they are destroyed.

### **EVALUATION AND REVIEW**

The Greenhills Primary First Aid Policy will be evaluated every three years as per the policy review schedule.



## **Attachment 1**

### **WHEN AN AMBULANCE IS CALLED...**

#### **TEAM LEADERS:**

- Ensure that there is adequate supervision in the yard, or in classrooms, if there is a Wet Day Timetable.
- This may entail you/or you instructing another staff member to go out to do Yard Duty or go up to the area where the child/teacher involved in the emergency has come from.

#### **BEHIND THE SCENES:**

- Office staff to call an ambulance upon the instruction of a staff member/parent.
- Office staff to print student medical details for the paramedics.
- Office to call parents to notify of situation.
- Principal/Assistant Principal to organise a staff member to go in the ambulance with patient if required.
- Principal/Assistant Principal to ensure First Aid station is clear for First Aid Officer to work in. Teachers may also be asked to go and relieve colleagues and to collect written reports from students etc.
- Principal/Assistant Principal to organise written reports from all involved where as required, including staff members, children, parents or anyone who witnessed the incident.

#### **IN THE FIRST AID ROOM:**

- One teacher to be with First Aid Officer in the First Aid room to assist if needed (the teacher who witnessed accident if possible).
- Office staff/First Aid Officer to liaise with parents to ensure they are kept informed at all times.
- One other staff member to stand at the back door of the office to assess any other children coming in for First Aid.
- Children coming in for treatment that is not urgent, to be treated by another staff member away from the First Aid room (as is practical).
- One staff member to stand in the car park and guide the Paramedics to the First Aid Room or to where the patient may be in the yard.



### **FOR EMERGENCIES WHERE THE CHILD/PERSON CANNOT BE MOVED:**

- First Aid Officer to be called then they must go to the area to assess the patient.
- One staff member to go with First Aid Officer, to be the 'runner' between the First Aid Officer and the office (for communication).
- The First Aid Officer must take a phone with them and call the Ambulance from the site. Yard Duty teacher to let the office know that an ambulance has been called.
- Office staff to print student medical details for the Paramedics.
- Office staff to call parents to notify of situation.
- One staff member to stand in the car park and guide the Paramedics to where the patient is in the yard.

### **AFTER AN EMERGENCY:**

- First Aid Officer to make first follow up call with the family by phone on the day (or as close as is practical) then report to Principal and Assistant Principal who will disseminate information to staff.
- Principal/Assistant Principal to make second contact with the family the day after.  
Principal/Assistant Principal to disseminate information to staff.
- First Aid Officer to call again (if necessary) – 2-3 days after the incident, as a follow up in regard to the child coming back to school and if any special arrangements need to be made.
- First Aid Officer to inform all staff in cases where there are special needs with a child returning to school.
- Principal/Assistant Principal to ensure all appropriate paperwork is completed and that has been entered into CASES by First Aid Officer. Note: hard copy of all paperwork to be kept by Principal.