



# McKinnon Primary School

## First Aid Policy

### 1. Purpose

- 1.1. To administer emergency treatment and life support for staff, students and visitors when in need in a competent and timely manner.
- 1.2. To communicate children's health problems to parents when considered necessary.
- 1.3. To provide resources and training to cater for the administering of First Aid.
- 1.4. To encourage preventative measures to minimise emergencies and promote safety.

### 2. Guidelines

- 2.1 Executive memorandum 433 and School Operations manual will form the basis for this policy.
- 2.2 The Principal will ensure that a sufficient number of staff is First Aid trained to Level 2.
- 2.3 A register of staff who are first aid trained is clearly visible on the wall in the First Aid room as well as the business managers office.
- 2.4 A First Aid room will be available for use at all times.
- 2.5 First Aid kits will be available throughout the school.
- 2.6 Supervision of the First Aid room will be provided by the First Aider. Any children in the First Aid room will be supervised by the First Aider or a staff member at all times. Students waiting to be collected are under supervision by the office.
- 2.7 A confidential up-to-date register will be kept of all injuries or illnesses experienced by children that require First Aid. This is located in the First Aid room.
- 2.8 All staff will be inducted with OH&S induction which included First Aid procedures.
- 2.9 Minor injuries only will be treated by staff members on duty, while more serious injuries (including those requiring parents to be notified or suspected treatment by a doctor) require a Level 2 First Aid trained staff member to provide First Aid.
- 2.10 No medication (except for Asthma medication and EpiPens,) will be administered to children without the express permission of parents or guardians, e.g. verbal over the phone.
- 2.11 Parents of all children who receive First Aid for severe medical conditions will receive a completed incident form.
- 2.12 Any serious injury will be reported to the appropriate authorities.
- 2.13 Parents of ill children will be contacted to take the children home. Parents are to sign-students out upon their pick-up.
- 2.14 All teachers have the authority to call an ambulance immediately in an emergency.
- 2.15 All school camps will have at least one Level 2 First Aid trained staff member at all times.
- 2.16 A comprehensive First Aid kit will accompany all camps, along with a mobile phone.
- 2.17 All children attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment.
- 2.18 Students with asthma should have an asthma plan developed which will be kept at the school and a copy taken on excursions and school camps.
- 2.19 The First Aid member of staff is responsible for the purchase and maintenance of First Aid supplies, First Aid kits, ice packs and the general upkeep of the First Aid room.
- 2.20 The school will request medical information at the commencement of each year or as health needs change.
- 2.21 General organisational matters relating to First Aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.
- 2.22 It is recommended that all students have personal accident insurance and ambulance cover.

### 3. Implementation

- 3.1 The Professional Learning Coordinator will ensure that appropriate staff (including at least one administration staff member) is trained to a Level 2 First Aid certificate, and has up-to-date CPR qualifications. The administrative staff member should be contacted if the First Aid Officer is unavailable.
- 3.2 A comprehensive supply of basic First Aid materials will be stored securely in the First Aid room.



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- 3.3 Any student who has an accident or illness during class time will be sent to the office with a note and parents will be contacted. Incidents during lunch and /or recess will be dealt with by the First Aide Officer on duty.
- 3.4 Students who have received First Aid will receive a form indicating the nature of the injury, any treatment given, and the name of the teacher providing the First Aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. All injuries to a child's head, face, neck or back must be reported to parents/guardian.
- 3.5 Students who are treated in First Aid will have their treatment recorded and the appropriate parties will be notified e.g. DET Emergency Management.
- 3.6 Teachers will call an ambulance for serious cases. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- 3.7 All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- 3.8 All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times, located in the First Aid room.
- 3.9 At the commencement of each year, requests for updated First Aid information will be sent home including requests for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage First Aid, illnesses and medications throughout the year.

For more information regarding First Aid in schools please refer to the link below.

<http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx>

#### 4. Evaluation

- 4.1. This policy will be reviewed as part of the school's three-year review cycle.  
Review Date: 2020

This policy was last ratified by School Council in: August 2017