

Oatlands Primary School

FIRST AID MANAGEMENT AND PROCEDURES

PURPOSE

Oatlands Primary School is committed to the health and wellbeing of all our students as all students have the right to feel safe and well. We endeavour to ensure that all students' health issues and accidents are addressed appropriately and within the framework and guidelines provided by DET.

First Aid policy during COVID-19:

Government schools do not need to update their local First Aid policy to account for variations to school processes during the period of remote learning as a result of COVID-19. Instead, schools must follow the Department's Coronavirus advice for schools on managing health and hygiene and management of unwell staff and students at: [Coronavirus \(COVID-19\) advice for schools.](#)

SCOPE

First Aid for Anaphylaxis and Asthma are provided for in our schools:

- Anaphylaxis Policy
- Asthma Policy

AIMS

First aid involves emergency treatment and support to preserve 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
- protecting a person, particularly if they are unconscious
- preventing a condition worsening
- promoting recovery
- promoting a safe environment

Guidelines for Implementation:

Oatlands Primary School will:

- provide equipment and a comprehensive supply of first aid.
- maintain a First Aid Room in accordance with School operations, PAL (Policy and Advisory Library).
- ensure a First Aid kit (back pack) located in the First Aid room, is taken on any excursion or camp.
- ensure students' EpiPens, Ventolin and antihistamine are taken on any excursion.
- provide five First Aid Back Packs for excursions which are located in the First Aid room.
- provide fifteen Bum Bags for yard duty which are located in the Staffroom.
- provide an automatic external defibrillator (AED) which is located in the school office.

- nominate Claire O'Regan / Leonie Simons responsibility for maintaining supplies and checking expiry dates monthly.
- provide trained staff, who hold a minimum Level 2 First Aid and Anaphylaxis First Aid qualifications, during school hours to administer competent and timely First Aid.
- revise and update medical records of students with new or existing medical conditions (ie: asthma, diabetes, epilepsy). This information will be updated as required or annually via the COMPASS app.
- ensure the handling of blood and open wounds will be in accordance with DET guidelines.
<http://www.education.vic.gov.au/school/principals/spag/health/pages/blood.aspx>
- ensure first aid staff will participate in the risk management process within the school as part of the school's OHS team.

Any medical expenses will be paid for by the parents/guardian.

Administering Medication:

When administering oral medication staff must ensure that:

- *if the medication is occasional*, parents/guardians supply medications in the original container that states the name of the student and the dosage.
- the parent/guardian must also complete the Medication Authority Form authorising a member of staff to administer the medication.
- all occasional medication is stored securely in the First Aid room cupboard or fridge.
- analgesics such as aspirin and paracetamol *will not* be used as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury.
- please note: antibiotics will only be administered at school if the dosage to be administered is four times a day.
- *if the medication is ongoing*, the parent/guardian must provide all tablets in a weekly dosette box to ensure that correct dosage is given.
- the dosette box should be locked in a cupboard / drawer in the classroom.
- the parent/guardian also needs to complete the 'Administering Medicines at School' document authorising a member of staff to administer the medication.
- the 'Administering Medicines at School' document to be updated as required and sent home at the beginning of each year.
- all medication is current and in date.
- students should take their first dose of a new medication under the supervision of the parents/guardians in case of an allergic or adverse reaction.

Care for ill students:

Students who are unwell should not attend school. If a student becomes unwell during the school day they may be directed to the sick bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

Students who are vomiting/diarrhoea must be 24 hours symptom free before returning to school.

First Aid Management:

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. 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 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.

Minor Injuries Occurring Outside:

An injured student is required to inform the yard duty teacher and receive a pass to entitle them to visit the First Aid Room. (Passes are located in the yard duty teachers' bum bags). However, in the case of a major injury, the yard duty teacher will stay with the injured student and send immediately for a First Aid person.

Minor Injuries Occurring Inside:

Students incurring an injury while in the classroom will be escorted to the First Aid Room and the First Aid person notified. A neighbouring teacher will supervise if required.

Major Injuries:

If a student receives a bump to the head:

- Assess the severity of the injury using the Concussion Recognition Tool 5.
- Call an ambulance if required.
- Parents/Guardians must be notified by phone.
- Notify the Principal and the Department's Security Service Unit on 03 9859 6266.
- Injury is recorded in the Accident Book and on the Incident Notification Form and entered into Cases 21.

Critical incidents (unconsciousness, hypoglycaemia, concussion):

- School Nurse or Level 2 First Aider to monitor the child's ABC (airway, breathing and circulation) and treat accordingly.
- Call an ambulance.
- Parent/Guardian/Emergency must be notified by phone.
- Notify the Principal and the Department's Security Service Unit on 03 9859 6266
Injury is recorded in the Accident Book and in the Incident Notification Form and entered into Cases 21.

Asthma Management:

Refer to the Oatlands Primary School Asthma Policy.

Anaphylaxis Management:

Will be in accordance with the Ministerial Order 706.

Head Lice Management:

Refer to the Oatlands Head Lice Policy.

Registration of Injuries:

As outlined above.

Information Access:

Parent/Guardian emergency contact numbers and a brief documentation of any illness or medical history are on the Confidential Student Enrolment Form located in the office. Management procedures for any student who suffers from a significant medical conditions ie. asthma, allergies, epilepsy, diabetes are in the Medical Management Folder located in the First Aid Room.

Management procedures, ASCIA Action plans and EpiPens for any student who suffers from Anaphylaxis are located in the red cascading wallet behind the Sick Bay door.

Emergency Telephone Numbers:

Poisons Information Service - 13 11 26

Nurse on Call – 1300 606 024

Ambulance 000

Evaluation:

Date reviewed and approved by School Council	November 2021
Due date for next review by School Council	November 2023

