

# FIRST AID POLICY – GUIDELINES

## CAMP HILL PS



### PURPOSE

- To Provide Effective First Aid To All Students And Staff Who Need It.
- To Encourage Preventative Measures In A Safe School Environment.

### GUIDELINES FOR ACTION

#### Communication

- Teachers will communicate children's health problems to parents when considered necessary.
- A photograph and relevant information about children with serious medical conditions will be provided to each staff member to be stored in the classroom roll folder, office and the first aid room.
- Severe medical information, including copies of anaphylaxis and asthma management plans, to be kept in a folder in the office.
- Epipens will be stored in the sick bay in a clear plastic ziplock back, along with the child's photograph and anaphylaxis management plan. Epipens must accompany students when on camp and excursions. It is the responsibility of parents to ensure that Epipens are replaced when out of date.
- Any illnesses that occur during class time will initially be handled by the classroom teacher before referral to the administration staff, who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be managed initially by yard duty staff and then referred to administration if necessary.
- No medication including headache tablets will be administered to children without the written permission of parents or guardians. This medication must be in its original container and clearly labelled. Written information is to include correct dosage and storage requirements. Staff administering the medication must complete a medication log which records the staff member, time, date, dose and the signature of a staff member witnessing the administration.
- Parents of all children who receive minor first aid in the sick bay will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. The parents/guardians of children with serious injuries or illnesses will be contacted by the attending staff/administration so that professional treatment may be organised. In cases of extreme injury or illness an ambulance will be called and parents notified.
- Any injuries to a child's head will be reported to parents/guardians once first aid has been administered. Children suffering a head injury will be closely monitored until parents/guardians arrive to collect them.
- Any student, who is administered treatment by a doctor/dentist/hospital or ambulance officer as a result of an injury, will be reported on DET Accident/Injury form by the attending teacher and entered into CASES by the administration staff. Administration will also notify Emergency Management and Worksafe Victoria of the incident and complete any required paperwork.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for reasons of illness or injury (other than emergency) must sign the child out of school on the sheet provided at the office. In the case of an emergency administration staff will sign the child out.
- All children attending camps or excursions will have provided a signed medical form providing the medical details and giving teachers permission to contact a doctor or ambulance should instances arise where the child requires treatment. Copies of the signed medical forms to be taken on excursions, as well as kept at school.
- At the commencement of each year, requests for updated first aid information will be sent home, including requests for asthma and anaphylaxis 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. Parents are responsible for keeping the school informed of current medical and contact details.
- This policy should be referenced against the Camp Hill PS Care Arrangements for Ill Students and Students with Medical Conditions.

#### MEDICAL SUPPLIES

- The school will provide supplies and facilities to cater for the administration of first aid. Staff on yard duty will carry a first aid bag containing basic supplies to treat minor wounds.

- Photos of students with potentially life threatening illnesses will be kept in the yard duty first aid bags as part of the emergency response protocols for these students.
- A first aid kit must accompany students on camps and excursions, along with student Epi pens and anaphylaxis management plans.
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and general upkeep of the sick bay.

#### USE OF SICK BAY

- Sickbay will be available for use at all times.
- Sickbay signage will be clearly visible in accordance with OH&S regulations.
- A comprehensive supply of first aid materials will be stored in the sick bay.
- Students admitted to sick bay will be monitored by the administration staff until parents or ambulance, arrive to collect them.

#### TREATMENT

- The school maintains a sufficient number of staff members trained with a Level 2 First Aid Certificate.
- All staff will be CPR and anaphylaxis trained.
- A supply of protective disposable gloves will be available for use by staff and must be worn when treating blood incidents. Blood/vomit spills will be cleaned up in accordance with DET guidelines.
- Any contaminated materials are to be disposed of in the yellow contamination bin located in the sick bay.
- Any children with injuries involving blood must have the wound covered at all times.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.
- All children, especially those with a documented asthma or anaphylaxis management plan will have access to medication via staff at all times.

#### REVIEW CYCLE

These guidelines were last updated February 2019 and are scheduled for review in February 2022.