

## Rowville Primary School

### First Aid Policy

#### PURPOSE

An essential goal for Rowville Primary School is promoting student engagement in learning and their wellbeing. At any one time, a student can have a health condition or care need that could impact on their attendance and participation within school. This can require short or long-term first aid planning, supervision for safety, routine health and personal care support and occasionally complex medical care needs. We aim to provide equitable access to education and respond to diverse student needs, including health care needs.

#### RATIONALE

Early intervention is critical, especially in relation to a student with an identified health care need. It is essential that upon enrolment or when a health care need is identified, the school has clear plans and processes in place to support the student's health care.

All staff and volunteers have a duty of care to a student to take reasonable care to avoid risk of injury that is reasonably foreseeable.

First Aid is an important aspect when creating a safe environment where children are secure and able to feel confident. Rowville Primary School is responsible for providing adequate first aid facilities and sufficient trained staff. Trained first aid personnel are required to provide first aid to students, staff, parents/carers and visitors.

#### IMPLEMENTATION

- The school will ensure that a sufficient number of staff are trained in HLTAID0003; "Provide First Aid".
- First aid training and revisions of recommended procedures for responding to asthma, diabetes, epilepsy, CPR and anaphylaxis will also be undertaken as required by DET.
- The First Aid Officer is responsible for ensuring that:
  - first aid cabinets and kits are maintained and fully stocked with a comprehensive supply of basic first aid materials
  - anaphylaxis plans, asthma plans and all other required plans and medications are kept current.
- All medications, with the exception of student managed Asthma pumps, will be registered at the office and administered by a qualified First Aid Officer, and countersigned by a second qualified first aid officer for verification.
- Any medications supplied by parents/guardians will be stored in a designated area
- All injuries or illnesses that occur during school hours will be referred to a First Aid Officer who will manage the incident according to DET guidelines.
- A confidential register of any first aid issues relating to students will be maintained and located in the first aid room.
- Parents/carers of all students who receive first aid will receive a completed form indicating the nature of the injury and any treatment provided.
- The sick bay will be monitored whilst occupied.
- Parents will be telephoned if a child is sent to sick bay for "bump to the head" or injuries/ illnesses that require home rest/medical intervention.
- Classroom teachers will communicate / follow through on any playground incident as appropriate

# Rowville Primary School

## First Aid Policy

- In the case of severe injury, illness or medical condition, an ambulance will be called and then parents contacted immediately. When parents/carers are not contactable, all emergency contact numbers will be called until direct contact is made.
- All staff members 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.
- Serious injuries, fatalities or any incident that exposes a person to immediate risk to their health or safety will be reported to the Department of Education and Training Security Services Unit immediately on (03) 9589 6266 and WorkSafe on (13 23 60)
- Parents/Carers are requested to provide the school with full medical details of the students, including regular medications, as well as telephone numbers of at least two emergency contacts.
- Parents are required to complete an "Occasional Medication Form" at the office for students who require medication on an Ad Hoc basis. Medication should be presented in its original packaging to the office and should be collected at the end of the day by the parent. Medication will be passed to the student if they are attending Out of Hours School Care.
- Parents/Carers should ensure that accurate information is on record at all times to facilitate emergency contact.
- All Beyond Boundaries programs and excursions will have at least one HLTAID0003: "Provide first aid" trained member in attendance.
- A comprehensive first aid kit will accompany all Beyond Boundaries programs and excursions along with a mobile phone.
- A management plan prepared by a treating practitioner must be presented to the school for all students with asthma, diabetes, anaphylaxis or allergies.
- Parents/Carers must provide the school with the appropriate medications needed to implement their plan at school and on excursions or Beyond Boundaries programs.
- First aid information will be sent home annually, including requests for updated asthma, diabetes and anaphylaxis management plans along with any other medical condition.
- Students at risk of anaphylaxis or who are at medical risk will be identified and particulars of medical condition will be included in a Student Medical Alert form displayed in the sick bay, staff room, canteen, Stephanie Alexander Kitchen, relevant classrooms and in CRT folders
- Details of students medical conditions will be included (and maintained) in the CRT folder for each grade and is available through Compass to teachers.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.
- Members of the school community are requested to inform the school about any reportable infectious diseases so that this information can be passed on to other members of the school community.
- Students with infectious diseases will be required to be excluded from school for a period of time according to Human Services/DET regulations. Refer Appendix A

### EVALUATION

- The policy will be reviewed every two years to assess its effectiveness.
- Changes to the policy will be made if there are legislative or DET policy changes.

### References

DET First Aid & Infection Control

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

DET Student Health & Safety

<http://www.education.vic.gov.au/school/principals/health/Pages/programsupp.aspx>