



FIRST AID POLICY AND PROCEDURES

PURPOSE

All children have the right to feel safe and well and know that they will be attended with due care when in need of first aid. Through this policy Broadmeadows Valley Primary School (BVPS) aims:

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate.

SCOPE

This policy applies to all school Broadmeadows Valley Primary School staff. All staff have a duty of care and responsibility for ensuring the safety and well-being of all children attending the school. Staff are required to carefully read this policy and be familiar with the first aid procedures and expectations.

First aid for anaphylaxis [and asthma] [is/are] provided for in our school's:

- Anaphylaxis Policy
- Asthma Policy

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY

STAFFING

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- 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.
- Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes expiry dates of the training.
- All injuries or illnesses that occur during class time will be referred to the level 2 first aid trained administration staff who will provide first aid and or manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty, who will then refer them to the office administration/first aid room.

- Minor injuries only (such as scratches) 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.

FIRST AID KITS

- A comprehensive first aid kit will accompany all excursions or camps, along with a mobile phone.
- An ES staff member will be responsible for maintaining all first aid kits ensuring they are managed in accordance with the Department's policy and guidance on the first aid kits.

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 to ask them to collect the student.
- No medication (including headache tablets) will be administered to children without the express written permission of parents or guardians using the appropriate Medications Administration form.

FIRST AID ROOM/SICK BAY AREA

- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- Supervision of the first aid will form part of the daily duty roster, though for the sake of consistency of treatment and communication effectiveness, only a small number of qualified and appropriate staff members will be allocated to first aid duty.
- Any children in the first aid room will be supervised by a staff member at all times.
- A member of staff will be assigned and responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

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:

- All children with asthma or diabetes or anaphylaxis are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, Hypokits or Adrenaline Autoinjector/Epipens etc needed to implement their plan at school.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any updated asthma, diabetes 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.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year or more regularly if required.
- 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 first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.

- 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.
- A confidential up-to-date register of all student injuries or illnesses requiring first aid will be kept in a locked cupboard located in the Administration Office.
- All staff will be provided with a high level of infection control training, including the management of blood spills, and a supply of protective disposable gloves, face masks and other personal protective equipment will be available for use by staff.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where the treating first aid staff member considers the injury to be greater than “minor” will be reported on Department of Education Accident/Injury form LE375 and entered onto CASES21.
- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on (13 23 60) and on EduSafe and reference should be made by staff to the school’s Incident Management policy.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with others before deciding on an appropriate course of action.

Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Broadmeadows Valley Primary School will:

- record the provision of first aid treatment on Sentral
- if care was provided in response to a medical emergency or reportable incident, follow the Department’s [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department’s Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

In accordance with Department of Education and Training policy, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury. For further information refer to the Department’s Policy and Advisory Library: [Medication](#)

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website [or insert other online parent/carer/student communication method]
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

POLICY EVALUATION AND RATIFICATION

