



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.

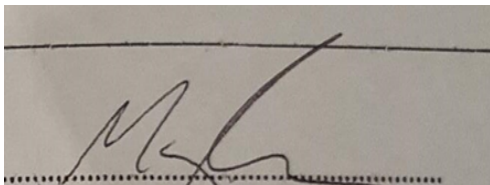
IMPLEMENTATION

- 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.
- 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.
- A supply of basic medication for staff will be available in a locked drawer in each learning neighbourhood and specialist office.
- 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.
- 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.
- 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.
- 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.
- Any children with injuries involving blood or broken skin must have the wound covered at all times.

- 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.
- Parents of all children who receive first aid will receive a completed 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. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- 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.
- Parents of ill children will be contacted to take the children home.
- 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.
- All school camps will have in attendance at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all excursions or camps, along with a mobile phone.
- All students attending camps or excursions will have provided a signed medical form specifying medical details and granting 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 copies kept at school.
- All children attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting teacher's permission to administer the medications.
- 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.
- 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.
- 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.
- It is recommended that all students have personal accident insurance and ambulance cover.

POLICY EVALUATION AND RATIFICATION

This policy will be reviewed annually or more often if necessary due to any changes in regulations or circumstances. Of particular note, at the time of reviewing this Policy, the world is experiencing a global pandemic (COVID 19), as such, personal protective equipment and stringent hygiene routines will apply to the administration of first aid, any changes or adaptations will be implemented in line with the most recent Department or Health Authority guidelines.

Policy	BVPS FIRST AID POLICY AND PROCEDURES
BVPS School Council President	Signed: 
Principal	Signed: <i>C. Ziano</i>
Next Review Date:	
Updated	August 2021
Ratified on	16 / 11 /2021

