

First Aid Policy

Purpose:

To provide clear guidelines regarding the application of first aid and other health related assistance to students, staff, parents.

To define management procedures that are implemented to identify and monitor students who have pre-existing medical conditions.

Scope:

Principal, school staff (including casual relief staff), volunteers and parents of students

Implemented by:

Principal, Mentors

Reviewed:

Every two years or as legislative changes or improvements are identified

Approved by:

PIVS Board

Communicated via:

School website, staff induction, staff handbook, parent handbook, enrolment agreement, staff meetings, annual staff first aid training, first aid area, policy folder

Overview

Schools must plan for the first aid needs of students and staff at school and during offsite school activities and the Principal must ensure there are sufficient adults who have completed and maintained their currency in the relevant first aid training courses.

These qualifications are recorded in the Register of Staff First Aid Training and expiry dates will be monitored by administration staff twice yearly, or as new staff are engaged.

Definitions

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
- Protect a person, particularly if they are unconscious
- Prevent a condition worsening
- Promote recovery

Medical Care Plans – a medical care plan is the collective term used throughout this policy for one of the following four plans:

1. An **Individual Anaphylaxis Management Plan** is a student's anaphylaxis emergency response plan prepared in conjunction with the parent's and principal, reviewed annually, and includes the ASCIA Plan completed by the student's medical/health practitioner in consultation with the parent/guardian annually.
2. An **Individual Allergy Management Plan** is a student's Allergy Care plan prepared in conjunction with the parent's and principal, reviewed annually, and may include an ASCIA Plan completed by the student's medical/health practitioner in consultation with the parent/guardian annually. For people with severe allergies (and at risk of anaphylaxis) use the ASCIA Action Plans for Anaphylaxis, which include adrenaline (epinephrine) autoinjector instructions.
3. An **Asthma Management Plan** is a student's Asthma Care plan in a format approved by Asthma Australia and completed by the student's medical/health practitioner in consultation with the parents/guardians annually.
4. A **Medication Consent Form and Medical Management Plan** is a plan in a format provided by Phillip Island Village School for students with any other identified health care need (i.e. other than Anaphylaxis, Asthma or Allergy) and/or where medication is to be administered. It is completed by the parent/guardian.

Designated First Aid Officer

The name of the designated First Aid Officer and other staff with first aid qualifications will be displayed in the first aid area.

The First Aid Officer will be responsible for overseeing checking of the expiry dates of all student medication listed on Medical Care Plans as well as ensuring that the school's first aid resources are regularly audited and maintained.

All Mentors should make themselves aware of the medical conditions of students in their care and the medication taken by that child as described in their Medical Care Plan. The Principal will brief Mentors at staff meetings when there are new or revised Medical Care Plans for students.

First Aid Facilities

The location of designated first aid area will be clearly depicted on the Emergency/Evacuation Plan displayed at key points on site.

The first aid area will be equipped with the following;

- A major first aid kit
- A first aid kit contents register
- A list identifying the first aid officers and staff with first aid training
- A list of emergency contact numbers
- An upright chair
- A list of students with Medical Care Plans including a thumbnail photo
- Availability of hot and cold running water
- Furniture suitable for students to rest comfortably while under supervision.

An additional portable first aid kit will be maintained in each school bus.

Student Medical Records

Upon enrolment, parents are required to complete the medical detail section of the enrolment form including any associated Medical Care Plans and provide a statement from the Australian Immunisation Register. Parents are reminded annually, of the need to update any medical information or Medical Care Plans and emergency contact details.

Known Medical Conditions

Students with known medical conditions are required to have a completed Medical Care Plan as relevant for their condition, detailing a description of the condition, symptoms of deterioration of the condition, usual medical treatment to be administered at school, medical treatment if the condition deteriorates and any side effects of the medication. The Medical Care Plan will also include the name, address and phone number of the child's medical practitioner and emergency contacts. Copies of the Medical Care Plan will be kept in the student's file in the office, digitally in the Student Management System and in the first aid area.

Student Medication

Students with long or short term medical conditions which require medication to be administered at school must supply the following:

- A Medication Consent Form and Medical Management Plan from the parent / guardian giving the school permission to assist the child to take the prescribed medication. This form must state the dose/s and time/s to be administered at school, and any directions for storage or method of administration.
- Medication must be in it's original packaging showing the name of the drug, expiry date and dosage information, and if prescription medication a clearly evident pharmacist direction label with the student's name.

When medication is brought to school, it must be given to a Mentor with the Medication Consent Form and Medical Management Plan and the Mentor will organise for it to be stored in either the First Aid Area, or the fridge. The school will return to families any unused medication.

Administering of any medication will be recorded in the Medication Log attached to the Medication Consent Form.

In the event of a student refusing to take medication, the Principal will advise the parent as soon as possible. Mentors will not force a student to take medication unless a situation is considered to be, or potentially become, life-threatening.

Medications (including over the counter items) may not be stored by students in their bags, lockers or on their person, with the exception of Asthmatic reliever sprays (e.g. Ventolin) which may be kept by students trained in their use if this has been indicated on their Asthma Management Plan. Additional asthmatic reliever sprays and other inhalers will be stored in the first aid area.

Parents of students with specific medication for allergic reactions to insect bites, chemical reactions or changes in climatic conditions are required to complete a Medical Care Plan prior to their medication being stored in the first aid area.

Pain relief medication such as paracetamol is not considered part of first aid treatment and as such will not be administered to students, without verbal or written consent from parents/carers/guardians at the time of administering, unless there is an existing Medical Care plan outlining the use of that medication in specific situations.

The first dose of any new medications for a student are not be taken at school.

Missed Dose

If a scheduled dose of medication is missed the school will respond in the following way:

1. parents/carers/guardians are to be contacted immediately once realised to seek their advice and instructions
2. staff will follow the advice of parents/carers/guardians
3. action taken to be recorded in the Student Management System
4. review the incident to determine cause of the missed dose, and if relevant review First Aid Policy and associated procedures and forms.

Medication error

If a student takes medicine incorrectly the school will respond in the following way:

1. if they have one, follow any procedures outlined in the students Medical Care plan/s
2. ring the Poisons Information Line 13 11 26 and seek advice
3. act immediately upon their advice, such as calling an ambulance (on 000) immediately if you are advised to do so
4. contact the parents/carers/guardians to notify them of the medication error and action taken
5. review the incident to determine cause of the error, and if relevant review First Aid Policy and associated procedures and forms.

Any medication errors should be noted in the First Aid register in the Student Management System.

Contagious Illnesses

Parents have a responsibility to notify the school if their child is diagnosed with a contagious illness. The school will then notify families as necessary based on the illness, and any relevant Pandemic or Health Orders. Depending on the illness diagnosed this may include notifying those who:

- has not undergone a complete Immunisation Program and may be susceptible;
- or has reduced immune system capabilities due to their own medical conditions.

Medical information will be handled as per our Privacy Policy.

Caring for Students that Become Sick and Injured at School

While every effort will be taken to look after students, parents are requested to keep sick children at home. If students become ill at school, efforts will be made to advise the parents, either directly or via the emergency contacts listed on the student's enrolment form, to come and collect the child.

If a student is injured at school, staff at Phillip Island Village School will administer first aid, and provide adequate treatment or transfer into the care of ambulance paramedic, doctor or nurse as required.

All first aid incidents will be notified to parents either by text message, in person at the end of the school day or a phone call once the student and/or situation has stabilised. Notification by text message or in person at the end of the school day will be used for non emergency treatment, and phone call will be utilised for urgent or emergency situations.

If a student has had a head injury and been diagnosed by a medical practitioner with a concussion, written medical clearance to return to school is required to be sighted by the school, before the student can return.

First Aid Register

Staff members are required to record first aid incidents in the Student Management System.

Related Documentation

Medication Consent Form & Medical Management Plan

Medication Log

Individual Allergy Management Plan

Individual Anaphylaxis Management Plan

Register of Staff First Aid Training

Related Policies

- Anaphylaxis Management Policy
- Privacy Policy
- Duty of Care Policy