

Mount Blowhard Primary School **FIRST AID POLICY**

PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Mount Blowhard Primary's staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The principal will ensure that Mount Blowhard Primary has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Mount Blowhard Primary's trained first aid officers are:

- Zoe Bilton
- Kelsie George
- Dylan Rodger
- Jane McErlain

First aid kits

Mount Blowhard Primary will maintain:

- A major first aid kit which will be stored in the staffroom.
- 3 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - In the staffroom & in the offices between the classrooms

Zoe Bilton (Emergency Management Plan - First Aid Officer) will be responsible for maintaining all first aid kits, as well as anaphylaxis and asthma plans displayed throughout the school.

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 Rest in the classroom and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

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:

- 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.
- 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 minor injury or condition, Mount Blowhard Primary will notify parents/carers by sending a note home to parents/carers.
- 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.
- Whenever significant first aid treatment has been administered to a student Mount Blowhard Primary will:
 - record the incident on GradeXpert
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

In accordance with guidance from the Department of Education and Training, 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.

HEAD INJURIES

Children often bump or bang their heads, and it can be difficult to tell whether an injury is serious or not. Any knock to the head is considered a head injury and **parents will be contacted to inform them of the head injury**. As staff member will continue to observe the student for any symptoms that may develop.

An ambulance will be called to seek help immediately if:

- the child has had a head injury involving high speeds or heights greater than a metre e.g. falling from playground equipment
- the child loses consciousness (passes out)
- the child vomits more than once after hitting their head.

REVIEW CYCLE

Evaluation:

This policy will be reviewed by the MBPS staff every 3-4 years as part of the school's review cycle, and then noted at School Council.

<u>Reviewed by</u> <u>staff</u>	<u>Date noted at</u> <u>SC</u>	<u>Next Review</u> <u>Date</u>	<u>Policy Number</u>	<u>Version</u>	<u>Date Produced</u>
18 th November 2019	28 th November 2019	October 2022	25	2	Nov 2016