

First Aid Policy



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References	

Introduction

The school has procedures for supporting student health and will provide basic first aid response as set out in the procedure below to ill or injured students and those requiring emergency assistance.

These procedures have been communicated to all staff and are available for reference from the school office.

First Aid Coordinator

Consistent with the Department's First Aid Policy and Procedures, the school will nominate a staff member as First Aid Coordinator.

First Aid Coordinator's Duties

- To maintain first aid room and first aid kits.
- To organise first aid, asthma and anaphylaxis training and updates for staff which are run by department approved training organizations.
- To provide staff with six monthly updates re anaphylaxis and asthma emergency procedures.
- To ensure Ventolin inhalers are in date.
- To display up to date anaphylaxis/medical alerts, including photos, in sick bay, staff room and relevant classrooms.
- To ensure injury/illness record forms are in the sick bay.
- To familiarise new staff members with sick bay procedures.
- To keep up to date lists of students with asthma, anaphylaxis or other health concerns.

- To ensure any medications, which parents have provided, are in the locked cupboard and that a signed letter regarding administering these is with the medication.
- To coordinate anaphylaxis management and documentation (see separate anaphylaxis policy and procedures).

A First Aid trained staff member will be available at the school during normal working hours and at other times when authorised Department programs are being conducted.

Most staff members have level 2 first aid training and receive the required annual updates to ensure their training remains current (see attached list). All staff have current Asthma and Anaphylaxis training.

Procedures for First Aid/Medical Treatment

In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians before calling for medical attention except in an emergency situation.

In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school.

Two first aid trained staff members will be on duty every recess and lunch break.

Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other staff may be required to help within their level of competency.

All first aid treatment will be recorded on the appropriate injury/illness forms indicating date and time of attendance in the Sick Bay, the treatment given and the person administering the first aid. A copy will be sent home with the student. Staff should respect the confidential nature of any information given.

All accidents and injuries will be recorded on the Department's injury management system on CASES21.

It is the policy of the school that all injuries to the head are reported to the student's teacher and that parents/emergency contacts are contacted regarding the injury.

First aid kits will be available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion.

Medications, provided by parents, can only be given to children if they are accompanied by a signed letter detailing student's name, dosage and time to be administered.

Assessment and First Aid Treatment of an Asthma attack

If a student develops signs of what appears to be an asthma attack, appropriate care must be given immediately.

Assessing the severity of an asthma attack

Asthma attacks can be:

- **Mild** - this may involve coughing, a soft wheeze, minor difficulty in breathing and no difficulty speaking in sentences
- **Moderate** - this may involve a persistent cough, loud wheeze, obvious difficulty in breathing and ability to speak only in short sentences
- **Severe** - the student is often very distressed and anxious, gasping for breath, unable to speak more than a few words, pale and sweaty and may have blue lips.

All students judged to be having a severe asthma attack require emergency medical assistance.

Call an ambulance (dial 000), notify the student's emergency contact and follow the '*4 Step Asthma First Aid Plan*' while waiting for the ambulance to arrive. When calling the ambulance state clearly that a student is having 'breathing difficulties.' The ambulance service will give priority to a person suffering extreme shortness of breath. Regardless of whether an attack of asthma has been assessed as mild, moderate or severe, Asthma First Aid (as detailed below) must commence immediately. The danger in any asthma situation is delay. Delay may increase the severity of the attack and ultimately risk the student's life.

Asthma First Aid

If the student has an Asthma Care Plan, follow the first aid procedure immediately. However, the plan needs to include the 4 step Asthma First Aid Plan. If not, DEECD guidelines recommends it should be sent back to the parent/guardian and doctor for review.

If no Asthma Care Plan is available, the steps outlined below should be taken immediately.

The 4 Step Asthma First Aid Plan

Step 1

Sit the student down in as quiet an atmosphere as possible. Breathing is easier sitting rather than lying down. Be calm and reassuring. Do not leave the student alone.

Step 2

Without delay give 4 separate puffs of a blue reliever medication. The medication is given one puff at a time via a spacer device. If a spacer device is not available, simply use the puffer on its own. Ask the person to take 4 breaths from the spacer after each puff of medication.

Step 3

Wait 4 minutes. If there is little or no improvement repeat steps 2 and 3.

Step 4

If there is still little or no improvement; call an ambulance immediately (dial 000). State clearly that a student is having 'breathing difficulties.'

Continuously repeat steps 2 and 3 while waiting for the ambulance.

Assessment and First Aid Treatment of Anaphylaxis

See Anaphylaxis Management Policy, Anaphylaxis Emergency Procedure Plan, Communication Plan, Prevention Strategies and student's Individual Anaphylaxis Management Plans

School Camps and Excursions

Prior to embarking on a school camp or excursion, the teacher in charge must obtain a list of all students attending the camp with medical conditions and ensure appropriate medications are taken.

A record of significant injuries or illnesses must be maintained whilst on camp.

Emergency Telephone Numbers

Poisons Information Service	13 11 26
Ambulance	000
Emergency Management (DEECD)	03 9589 6266
Maroondah Hospital	1300 342 255

STAFF WITH LEVEL 2 FIRST AID TRAINING - 2021

Felicity Curnow	Libby Potter
Ellen Lague	Sandy Walter
Mary Menta	Amy Cleary
Jess Howe	Lisa Syme
Libby Bemrose	Rachael Cantwell
Jess White	Natalie Potter
Ashley Gibbons	Sara Jane Vaughan
Katherine Bolton	Fiona Eckhardt