



First Aid Policy

Morningson Park Primary School 5040

POLICY DATE: July 2021

STATUS: Approved by School Council August 2021

“Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. Morningson Park Primary School’s (The school’s) Child Safety Code is available on the school’s website.”

Rationale

Morningson Park Primary School aims to provide basic assistance of a first-aid nature and to take immediate action, dependent upon the nature of the injury, to ensure that other assistance is provided promptly.

Aim

Morningson Park Primary School’s First-Aid Policy documents the procedures for applying first-aid and the medical procedures to be followed in supporting students with short or long term health problems. It outlines the teachers and parents responsibilities in caring for a child’s health during the school day.

Implementation

The implementation will focus on the following areas:

Sick Bay

The school sickbay is to be maintained to a standard required by Health Regulations.

Cleaner’s responsibility

Ensure strictest hygiene at all times.

- Floors to be cleaned
- Bins to be emptied and liners replaced

First-Aid Officer’s responsibility

- Hygiene Protocol
- Gloves will be used in all cases where body fluids are involved
- Spillages of body fluids will be cleaned up using ‘hospital strength’ disinfectant

- Ordering of supplies
- Maintenance of First Aid Supplies
- Kitbags (Yard Duty)
- First-Aid Kits (Camps, Excursions)
- Classroom Supplies
- Documentation
- Completing First-Aid register on Sentral
- Sending an SMS to parents/carers if their child has been in sickbay and received treatment.
- Calling parents/carers if a child receives a head injury.
- Serious injuries require a Student Incident Notification Form to be completed and transferred onto CASES21.

Medicines

- Students are not permitted to have at school any medication or drugs other than that provided by medical practitioners.
- Parents or guardians wanting their children to be given any medication, which includes analgesics/cough medicines/homeopathic/etc, must complete and sign a medical management form before medication will be administered.
- No prescribed medication will be administered to anyone other than the patient named on the pharmacist's label.
- Parents or guardians must supply medication in a suitable container, which is clearly labelled with the student's name and details of the medication and dosage. Such medication will be stored in a locked cupboard at all times.
- Medications to be administered by injections or rectal insertion will not be given by anyone other than a person nominated and trained in this field.
- All medication administered will be recorded on Sentral including date, time and person administering the medication.

In Case of Accident/Illness

In the Playground/Classroom

- If a child is able to walk, then the teacher will provide the child with a First-Aid Pass with instructions to go to the Sickbay where an appropriate staff member will attend.
- If the child is unable to walk, the nearest 'First-Aider' is to be notified immediately by another child with First-Aid Pass.
- If the injury is a minor scratch or cut, the teacher on duty may ask the child to wash the injury and then apply a bandaid, if considered necessary, from the 'First-Aid Bag' carried by teachers on duty or from classroom supplies.
- Any child attending the Sickbay will be assessed by an appropriate 'First-Aider' and action taken accordingly.
- If a child receives a head injury, parents will be notified immediately. The decision whether to take the child home or not, will then rest with the parent.
- Children who cannot return to their normal program will be sent home. An attempt to contact Parents is the first course of action. If the parent is unable to be contacted an attempt is to be made to reach the first emergency contact. The First-Aid Officer in attendance will arrange this procedure. An ambulance will be called for any urgent life threatening situations.
- Children being sent home must be signed out at the general office by the collecting adult. The teacher on duty is to complete those sections of the Injury Management Report

Form relating to the child's details, as well as details of the accident. The First-Aid Officer is to complete the treatment section. This report once completed will be uploaded into the 'CASES' program (1.1.4)

School Excursions and Camps

- A qualified First-Aider (Level 2 equivalent) will be in attendance where possible or if required by the school principal for school camps/excursions.
- A First-Aid Kit must be taken on all excursions and camps as is the First Aid Record Book, in which all injuries, illnesses and medicinal dispensing is recorded. This First-Aid Kit is to be signed out and then signed back in on return in the book provided with notification of what needs replaced.
- Staff attending the camp/excursion must be aware of children's medical requirements. All children with medical conditions must have a Medical Management Plan, provided by the parent/guardian. This information will be taken on the excursion or camp.
- A designated Staff Member will be in control of supervision of children taking prescribed medication and for the storage of all medications. A signed indemnity must be provided by the parent/guardian. This information will be taken on camp.

Asthma

Refer to Schools Asthma Policy
Refer to Staff Induction Book

Anaphylaxis

Refer to Schools Anaphylaxis Policy

Professional Development

- CPR Training Annually.
- Induction Protocol includes individual needs
 - eg. Epilepsy, Diabetes, etc.

