

Ingle Farm East Primary School



First Aid Policy



Endorsed by Governing Council on SEPTEMBER 2018

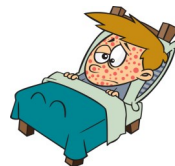
Review date SEPTEMBER 2021

RATIONALE

At Ingle Farm East Primary School we believe that all students have the right to first aid care in accordance with Department for Education policy and guidelines.

PRINCIPLES OF FIRST AID:

- ◆ Anyone can and should provide an initial first aid response.
- ◆ Protective gloves must be worn when attending to illness/injury where there is blood/body fluid present.
- ◆ Parents/guardians retain the primary responsibility for their child's health.
- ◆ It is parent's responsibility to keep their children home if they are ill.
- ◆ Teachers have a duty of care to their students.
- ◆ All cases of emergency will be dealt with immediately.



GENERAL INFORMATION

The school does have a sick room but does not have the facilities to care for sick students for an extended period of time and therefore every effort will be made by school staff to contact parents (or other listed emergency contacts) for sick students to be taken home.

- ◆ A staff member will be on duty at all break times.
- ◆ The school has a trained senior first aid officer.
- ◆ SSO's who render first aid services to students and/or staff may have the cost of Hepatitis B vaccination reimbursed by Department .
- ◆ If a student requires urgent medical attention, the school will ring for an ambulance. The responsibility of cost of ambulance transport rests with the parent/caregiver.
- ◆ Parent/Caregivers are to supply school with current relevant medical / health plans
- ◆ Student medical emergency plans are displayed in staff room and next to sick room.

STANDARD OPERATIONAL PROCEDURES

IN NON EMERGENCY SITUATIONS

1. STUDENT IN THE CLASSROOM

It is class teacher's responsibility to administer basic first aid.

If a student is displaying symptoms of:

- (a) Illness, he/she should be kept in the classroom and monitored. If the teacher decides that the student needs further assistance then the student will be sent to the front office with an Injury/ Illness form. The front office staff member will then administer further first aid and contact the parent or emergency contact person (if required) to collect the student immediately. Office staff will return the Injury/ Illness form to the class teacher with documentation of the first aid.
- (b) Minor injury (Inc blood nose), he/she should be attended to in the classroom with suitable records maintained. Class teacher to monitor and assess. Student to be sent to the office with an Injury/ Illness form if bleeding persists.
- (c) Serious or emergency injury
- ◆ If the student cannot be moved through loss of consciousness, epileptic fit, or a serious injury the teacher should immediately inform the office using the Red Emergency Card so that a Senior First Aid person can attend and assess if an ambulance should be called.
 - ◆ If the student is able to come to the office he/she should be sent with either an adult or another student. Depending on the severity of the injury, a decision will be made to either render first aid, ring the parents or emergency contacts or an ambulance

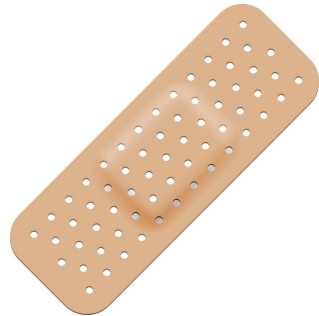


2.STUDENT FROM THE YARD (Recess and Lunch times)

All students must report to the teacher on duty before permission is given to go to the office. Students who are sent to the office for first aid must first be given an Injury/ Illness form after the yard duty teacher has made an initial assessment of the injury.

All teachers should ensure that they take their yard duty bag with them on yard duty and when out of classroom for outside activities. Each bag should contain:

- ◆ Band-Aids
- ◆ Tissues
- ◆ Protective gloves
- ◆ Pen/Records Book
- ◆ Injury/ Illness forms
- ◆ Medic alert cards
- ◆ Red Emergency card



It is the teacher's responsibility to maintain the contents of their bag and if needed ask the office staff to assist.

Students who sustain serious head injuries (lose consciousness, experience dizziness or disorientation/confusion or vomiting) or who have suspected broken bones or back injuries should be monitored by teacher on duty AND NOT BE MOVED. An Red Emergency Card should be sent to the office. Assistance will be rendered immediately by the Senior First Aid officer to determine the most appropriate course of action e.g. ambulance.

3. MEDICATION

Any medication taken at school should be:

- ◆ Only sent if needed (medication that has to be taken three times per day can be taken before and after school and before bedtime therefore does not need to come to school at all).
- ◆ Delivered in the original container with the label from the pharmacy stating amount to be taken and child's name.
- ◆ Within the use by date, the onus is on the parent/caregiver to ensure that the medication date is current, including asthma medications.
- ◆ A Health Support Agreement is to be filled and signed by parent and principal / senior leader
- ◆ Sent with written instruction (Medication Agreement form HSP151) from the medical practitioner prescribing the medication—stating Medication name, form, route strength, dose & time to be administered. Medication Agreement forms are to be reviewed yearly. Forms can be obtained from front office. (S4 & S8 medication also require an Authorisation to administer controlled medicines form HSP159)
- ◆ Teachers should have a copy of the Medication Agreement.
- ◆ Medication is to be kept in a secure area in the front office and staff will supervise the administration of medication according to doctor's instructions. (S4 & S8 medication to be administered by two staff members)
- ◆ Strict records in the form of a medication log should be kept regarding time of administering medication and dosage given. Parents will be notified if medication was not administered or there has been a medication incident. A Medication Advice form HSP157 or Medical Incident form HSP125 will be filled out and sent home to parents and copy filed in students file.
- ◆ If medication has not been administered (i.e. missed dose, incorrect dose, incorrect medication) a Medication Advice form will be filled out and parent/legal guardian notified.

Medication administration without authority

- ◆ Prescribed or over the counter medication cannot be administered by education and care staff without a Medication Agreement completed by a treating health professional, authorised prescriber or pharmacist (for over the counter medications only) and stating the name of the child the name of the analgesic/tablet/medicine, strength of dose (e.g. whole tablet, half tablet, mls, grams etc.) and time/s to be given
- ◆ Where a child or young person requires medication to be administered during education or care service hours and a Medication Agreement is not available, arrangements must be made for the parent or legal guardian to attend the site and administer the medication. Medication cannot be administered to a child or young person at an education or care service without a Medication Agreement by a person other than a parent or legal guardian.



5. HEAD INJURIES

- ◆ Students with any head injury however seemingly insignificant must be observed for thirty minutes. A phone call will be made to parents informing them of the nature of the injury.
- ◆ Serious head injuries must be treated with urgency (i.e. phone to office so that parents/ambulance may be called- Assistance will be rendered)
- ◆ An accident report form (ED155) must be filled out by staff if any serious accident occurs. This form will be completed online and leadership notified.

6. HEAD LICE

- ◆ If the school detects head lice in a child we will remove the child from activities which involve head to head contact. Front office staff will phone to notify parent/caregiver. Parent/Caregiver may wish to pick up child for treatment at that time.
- ◆ If the child is suspected of having head lice and permission has not been given to inspect the hair parents/caregiver will be phoned to check child's hair
- ◆ A head lice letter is distributed to all class members.
- ◆ Parents/caregiver treat head lice and the child returns to school after treatment.
- ◆ OSHC will be notified of classes that have been issued head lice letter.

7. ADRENALINE AUTOINJECTOR (EPIPEN®) AND ASTHMA RELIEVER PUFFERS

- ◆ Adrenaline autoinjectors (EpiPen®) and asthma reliever puffers may be administered as a first aid emergency response to children, young people, staff or visitors. The school has an emergency Adrenaline autoinjector (EpiPen®) and spare reliever puffer.
- ◆ Where a child or young person has been prescribed an adrenaline autoinjector (EpiPen®) or asthma reliever puffer this should be administered in accordance with Health Support Agreement (HSP120) & Medication Agreement Plan (HSP151). Parents/Caregivers are responsible to replace medication before the expiry date or when used.
- ◆ Copy of individual student plans are stored in the front office in medication folder, with students puffer/autoinjector. A copy is also available in student folder.
- ◆ If there is no record of Asthma or in an severe allergy reaction, school will call for ambulance.

8. CAMPS AND EXCURSIONS

- ◆ A first aid kit for excursions is stored in the first aid room.
- ◆ First aid kit, student medication eg puffers must be taken on any camp or excursion.

Teachers must book out first aid kit for all camps and excursions, emergency contact numbers and medical information will be supplied by front office.

