

## FIRST AID POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact  
Mill Park Heights Primary School  
Tel: (03) 9436 8866  
Email: mill.park.heights.ps@education.vic.gov.au

### 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 schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

### Policy

From time to time Mill Park Heights Primary School 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 Mill Park Heights Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan

### First aid kits

Mill Park Heights Primary School will maintain:

- A major first aid kit which will be stored First Aid
- 23 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:

First Aid

First Aid Officer will be responsible for maintaining all first aid kits.

### 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 the First Aid 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

*At Mill Park Heights Primary School, we uphold our school values of  
Respect, Responsibility, Care & Compassion, Honesty & Trust, Personal Best and Team Work*

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, Mill Park Heights PS will notify parents/carers by insert school level process, i.e. sending a note home to parents/carers, email, phone call.
- 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 first aid treatment has been administered to a student Mill Park Heights PS will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, follow the Department’s [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department’s Incident Support and Operations Centre on 1800 126 126.

## BROAD GUIDELINES

At Mill Park Heights Primary School:

- a sufficient number (at Principal’s discretion) of staff (including one First Aid person and Administration Office personal) will to be trained to Level 2 First Aid qualifications with current CPR qualifications
- all **First Aid Officers** have completed recognised first aid training that meets the requirements of Provide First Aid - HLTAID003 and will complete an annual refresher for Cardiopulmonary Resuscitation (CPR) - HLTAID001. DEECD (regulation 63)
- follows the Department’s standardised Schools’ Privacy Policy. Mill Park Heights Primary School Privacy policy describes how we collect and manage personal and health information, consistent with Victorian privacy law and Department policy.  
Reference: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>
- a first aid room will be available for use at all times
- a comprehensive supply of basic first aid materials will be stored in the first aid room including a defibrillator with Paediatric and Adult paddles.
- basic first aid kits will be available in each classroom
- a supply of headache medication for teachers will be available in a locked drawer in the office
- the supervision of the first aid room will be conducted by a trained first aid person from 9.30am – 2:45pm. Student Support Staff trained to Level 2 First Aid will assist with volume of students in First Aid over busy periods. At other times the First Aid room will be supervised by trained Administration personal. Any student in the First Aid room will be monitored by a staff member
- all injuries or illnesses that occur during class time prior to 9.30am and after 2.45pm will be referred to the Administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the yard duty teacher first, and if deemed necessary referred on to the First Aid staff member on duty in the first Aid room
- a confidential up-to-date data base will be kept of all injuries or illnesses experienced by students that require first aid
- all staff will be provided with basic First Aid management (to implement initially prior to arrival of trained First Aid Officer) and a supply of protective disposable gloves will be available for use by staff

- minor injuries (not requiring child to be sent to First Aid) only will be treated by staff members on duty, while more serious injuries (child sent to First Aid) - including those requiring parents to be notified or suspected treatment by a doctor - require a Level 2 First Aid trained staff member to provide first aid
- any student with injuries involving blood must have the wound covered at all times
- no medication (including headache tablets) will be administered to students without the express written permission of parents or guardians
- all students who receive First Aid will receive a COMPASS First Aid notification indicating the nature of the injury and any treatment given
- for more serious injuries/illnesses, the parents/guardians must be contacted by the Administration/First Aid staff so that professional treatment may be organised
- any injuries to a child's head, face, neck or back must be reported to parents/guardian by First Aid Officer via courtesy phone call and COMPASS First Aid notification
- a DEECD Accident/Injury form LE375 must be used for the following:
  - any student who is collected from school by parents/guardians as a result of an injury, or
  - who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or
  - has an injury to the head, face, neck or back, or
  - where a teacher considers the injury to be greater than "minor"
- DEECD Accident/Injury forms must be entered onto CASES and Worksafe
- parents of an ill student will be contacted to make arrangements to take the student home
- parents who collect students from school for any reason (other than emergency) must sign the student out of the school on the iPad COMAPSS portal maintained in the school office
- all teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action
- all school camps will have a minimum of one Level 2 first aid trained person at all times who will also act as medication person
- a comprehensive first aid kit will be taken on all camps, along with a mobile phone
- all students attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where a student requires treatment
- all students, especially those with a documented Asthma Management plan, will have access to Ventolin and a spacer at all times
- a member of staff (First Aid Officer) is responsible for the purchase and maintenance of First Aid supplies, First Aid kits, ice packs and the general upkeep of the first aid room
- at the commencement of each year, forms for updated first aid information will be sent home including requests for any Asthma, Diabetes and Anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage First Aid, illnesses and medications throughout the year
- general organisational matters relating to First Aid will be communicated to staff at the beginning of each year. Updates of recommended procedures for administering Asthma, Diabetes and Anaphylaxis medication will also be given at that time
- teachers who have a health condition will inform the First Aid Officer and other relevant staff members, including the Principal. If the condition could put others at risk then OHS (Occupational Health and Safety) guidelines must be followed and relevant staff, parents, students must be informed. Correct plans and medical forms and procedures will be kept in First Aid Office. This information would be kept confidential by the First Aid officer and the Principal.
- it is recommended that all students have personal accident insurance and ambulance cover

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.

## **COMMUNICATION**

*At Mill Park Heights Primary School, we uphold our school values of  
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This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website or compass.
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

#### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	Nov 2019
Consultation & Review	School Council    March 2023
Approved by	Chris Beare    Principal
Next scheduled review date	March 2026