

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 schools: [MMPS Website Policy Page](#).

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)

POLICY

From time-to-time Mount Martha 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 Mount Martha 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.

Mount Martha Primary School's trained first aid officers are found in:

<U:\Shared\First Aid\OHS\First Aid Summary\First Aid Trained Staff Photos.docx>

The provision of information on first aid in the workplace should be an integral part of the induction of staff and regular updates in first aid training should be made available to all staff.

First Aid Kits and Defibrillators

Mount Martha Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room.
- Eight portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - In the First Aid room (hanging on the wall in the back room and inside the cupboard).
- Two portable defibrillators are held at Mount Martha Primary School.

- One stored on the wall in the gymnasium foyer
- One stored on the wall in the administration building foyer
- A minor first aid kit is stored in each classroom to attend to minor injuries
- An Emergency Evacuation first aid kit (red bag) will be stored in the Administration storeroom

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

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 Room 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. All staff have the authority to 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 Martha Primary School will notify parents/carers by an email indicating the nature of the injury and the treatment given. Any injuries to a child’s head must be reported to parents/guardian by a 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 Mount Martha Primary School will:
 - record the incident on Compass, which is automatically sent as an email to parent / guardian
 - record the incident on CASES21 if medical attention is required.
- If first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on ph 03 9589 6266 (they will notify if Worksafe needs to be contacted). The incident may also need to be lodged with Worksafe ph 132360
- The First Aid Officer will supervise the first aid room from 10.30am until 2.30pm daily.

- The First Aid Officer will securely maintain individual students' medications along with action plans, Department of Education and Training student health support plans and endorsed instructions from parents / guardians or medical practitioners and administered as necessary.
- No medication will be administered to students without the written permission of parents/caregivers. Medication will only be administered according to the written instruction recorded on the Medication Register.
- Parents/ caregivers of ill children will be contacted to take children home.
- All school camps will have at least one Level 2 first aid trained staff member at all times.
- All children attending camp or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are to be taken on camps and excursions, as well as kept at school. (See Camp/Excursion Policies).
- All children, especially those with documented Asthma Management Plans, will have access to Asmol and a spacer at all times. (Asmol and spacer to be supplied by parent/caregiver as a part of Asthma Management Plan).
- The First Aid Officer is responsible for the purchase and maintenance of first aid supplies and general upkeep of the first aid room.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, anaphylaxis / allergy management plans, DET Student Health Support plan and Anaphylaxis/ Allergy plan, high priority medical forms and reminders to parents of the policies and practices used by the school to manage first aid, illness and medications throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.
- It is recommended that all students have their own 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 treatment. This is because they can mask signs of serious illness or injury.

If a parent/guardian has signed in analgesics, paracetamol or aspirin for temporary or ongoing use by a student the following needs to occur:

- Completion of a Medication Authority Form by the Parent/Carer and details of medication requirements added to the Authorised Medication Register. All medication is to be clearly named and stored together with a copy of the Medication Authorisation Form in the First Aid Room.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions

- Discussed in transition and enrolment packs.
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

Links: [MMPS Website Policy Page](#).

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

REVIEW CYCLE AND EVALUATION

Policy last reviewed	30 th November 2023
Approved by	Principal Karen Walker
Next scheduled review date	March 2025