

FIRST AID ADMINISTRATION POLICY AND PROCEDURE



RATIONALE: McLaren Vale Primary School will plan for and respond effectively to accidents and medical emergencies. First aid is the emergency aid or treatment given to a person suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

McLaren Vale Primary School is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses.

All educators and staff at McLaren Vale Primary School are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

A First Aid Officer (School Services Officer) is on first aid duty at all times to treat and/or monitor students who are sick or injured and will contact parents to seek medical aid where necessary. All teachers are required to hold current first aid qualifications. Our site has a qualified first aider available at all times, including camps & excursions.

AIMS: We will ensure:

- All paid employees have access to, are familiar with and follow Department for Education's (DfE) "First aid in schools and preschools"
- All children, staff and families and visitors who are involved in accidents and incidents whilst at MVPS and require first aid to be administered will be cared for according to guidelines and recommended practices of a first aid qualification
- All incidents will be documented and stored according to regulatory requirements
- A risk management approach to health and safety shall be adopted.

DESIGNATED FIRST AID OFFICER ROLES & RESPONSIBILITIES:

- The First Aid Officer is responsible for:
 - Maintaining current first aid qualifications
 - Maintaining and updating student records
 - Maintaining first aid kits
 - Maintain & update a log of all first aid kits/first aid bags around our site
 - Administering first aid
 - Administration of medication (providing correct paperwork has been received from a medical professional)
 - If the injury was to a child/young person, inform the parents/guardians that their child has received first aid
 - Recording and reporting injuries and illnesses
 - Arranging for emergency services to attend if required
 - Supervising the student until they are able to return to class or handover to parent/caregiver/emergency contact or emergency services.

FIRST AID AND ACCIDENT PROCEDURE:

The main first aid kit & defibrillator is located in Student Services. All staff members have first aid bags in their classroom which they take on yard duty. There are also first aid stations in every building.

Use the following emergency first aid procedures:

- Do not move child or pick up child until injury has been assessed

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- Use protective gloves with all bodily fluids (dispose of gloves, cloths and dirty clothes (if necessary) used to mop up in a tied double layer plastic bag)
- Seek staff support for first aid if necessary
- Ensure that administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider as per the first aid plan, and in the interests of avoiding delay of treatment, in the first instance, first aid will be administered by the person who has witnessed the incident/injury/illness;

IN THE YARD OR CLASSROOM – ALL STAFF MEMBERS

- For minor abrasions, teachers will issue students with a Band-Aid from the classroom or yard duty first aid bags
- **Students requiring first aid are sent to student services with a 'FIRST AID ATTENDANCE' slip** authorising this (except in the case of an emergency). 'First Aid Attendance' forms are available in classrooms and in yard duty first aid bags with additional slips available from the staff room. The class teacher/yard duty teacher completes the students name, class and brief details as to presenting symptoms
- The staff member who witnesses an injury/incident must contact the First Aid officer ASAP (on the day) to support the completion of an injury/incident report on IRMS
- **If there is a first aid emergency**, teachers are to ring the front office or send a responsible student to the office with a **'FIRST AID PASS - EMERGENCY'** card and instructions of what the emergency is and where the emergency is located.

If a child needs first aid:

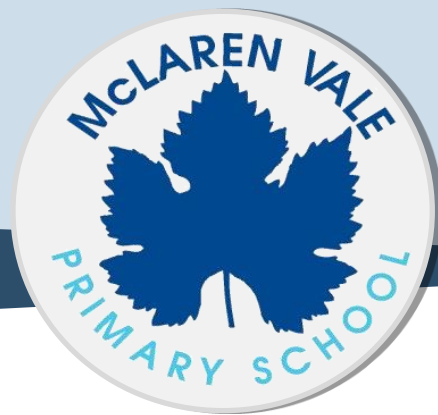
- Staff member assists child
- Assess injury
- Treat injury
- Children/adults on a health care plan – staff will follow medical procedures and DfE's "Managing student medical conditions" procedure. Children's health care plans are located in 3 places: student's file, student's medication box and online in Sentral. Staff's health care plans are located in their staff file and in medication box in first aid room, if applicable
- Notify parent/guardian immediately via the front office
- In cases where the student is not seriously injured or ill, check with classroom teacher BEFORE a parent/caregiver/emergency contact is called to collect the child in case the 'illness/injury' coincides with an emotional/friendship/social issue that can be dealt with by classroom teacher/wellbeing/leadership team
- If injury is beyond staff help and is an emergency – call for ambulance and then call parent/guardian.

If a staff member needs first aid:

- Staff to assist staff member, assess and treat injury
- Staff to seek medical attention
- If necessary, staff member to call for ambulance and notify family.

On first day of duty, staff members to give MVPS front office details of next of kin, and any vital medical information. This information is to be stored securely with access if needed. Any medical condition that requires all staff to be aware of needs to be communicated appropriately in discussion with affected staff member. N.B. Remember to conduct accident investigation and complete a Department for Education injury report form online (ED155) when this is necessary. IRMS report used to notify Department for Education when staff are injured.

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FIRST AID ROOM MANAGEMENT (LOCATED ACROSS FROM THE STUDENT SERVICES RECEPTION AREA) – DESIGNATED FIRST AID OFFICER

- Strict processes need to be in place for cleaning of the first aid room in the periods before, during and after the use of the room. These are displayed in the first aid room
- Supervision of students in the first aid room need to be in place. At times it may be necessary to seat a child in the Student Services area for closer supervision
- All first aiders are to follow DfE’s “First aid & infection control standard” and MVPS “Policy – Dealing with infection diseases”
- The amount of students in the first aid room at one time should ideally not exceed 4
- Processes are in place to ensure that students with infectious illnesses are not seated with children who are not
- Seating in the first aid room needs to support physical distancing to prevent the spread of germs
- Windows of the first aid room must remain open during the day to promote a healthy airflow. Air diffuser operating throughout day with tea tree oil or similar
- Strict cleaning processes of icepacks with antibacterial wipes – before and after use. Ice packs are only to be used wrapped in paper towel
- Strict cleanliness of first aid fridge – regular cleaning, storage of first aid/medication needs only
- Students medication is stored securely in line with DfE’s medication management procedure
- Strict hand hygiene of first aid officer including hand sanitiser/handwashing
- Strict hygiene processes for the use of water for students taking their prescribed medications
- Non serious injuries need to be dealt with quickly to get students back to class/play
- Serious injuries need to have a report submitted on IRMS with the support of witnesses of the incident and leadership follow up if necessary.

WHEN TO CALL AN AMBULANCE:

- An ambulance must be called if staff have any concerns about their capacity to provide adequate emergency assistance
- **Any** staff member should not hesitate to call an ambulance if they have any concerns about a child/young person’s health and safety. Parent/guardian permission is not needed for staff to call an ambulance
- The emergency contact person nominated for a student must be notified as soon as possible if emergency services have been contacted
- Generally an ambulance should be called for a casualty who:
 - Has experienced unconsciousness or who has an altered conscious state
 - Is experiencing difficulty breathing
 - Is showing signs of shock
 - Is experiencing severe bleeding or who is vomiting blood or passing blood
 - Has slurred speech
 - Has injuries to the head, neck or back
 - Could have broken bones
 - Has had an anaphylactic reaction.

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EMERGENCY PROCEDURES:

- If there is a first aid emergency in the yard or classroom, teachers are to phone the front office or send a responsible student to the office with a **'FIRST AID PASS - EMERGENCY'** card and instructions of what the emergency is and where the emergency is located.
- When there is an emergency, including calling an ambulance, a strict process is in place including the following:
 - Notification of other student services staff / leadership team
 - Back up personnel to cover Student Services and deal with other students remaining in first aid room
 - First aid officer takes office first aid kit, defibrillator (if required) & mobile phone and stays with student/adult in emergency situation
 - Ambulance is called by first aider assessing patient to pass on relevant symptoms
 - Parent/emergency contact is called by front office staff
 - A member of the leadership team waits for emergency services to direct etc
 - If a family member is not able to go in the ambulance a staff member will go with the student/adult unless parent/caregiver has advised this is not required
 - School to arrange transport back to school for staff member attending with ambulance.
- After an emergency situation a debrief/follow-up meeting is required and the following needs to be discussed:
 - The outcome of the emergency situation for the patient
 - A wellbeing check in for all staff/students/family members involved in the emergency and any follow up required actioned
 - An evaluation of how the emergency situation was handled and any follow up/improvements etc. needed put in place
 - An IRMS report placed by first aid officer with support by witnesses of the incident/emergency.

NOTIFICATION AND RECORDING/REPORTING OF INJURIES AND ILLNESSES:

- Injuries, first aid incidents or medication administration need to be recorded electronically in Sentral in the First Aid room. Information that must be recorded includes:
 - The name and class of the student
 - Name of designated first aider providing first aid treatment
 - Details about the nature of the injury and location in the school where the injury occurred
 - Details about the time and date of the incident; and
 - Details of treatment/medication given & outcome (eg sent back to class/referred for further medical treatment).
- Parents/caregivers will receive an SMS for all minor injuries that are recorded in Sentral.
- As a first aid response, staff can administer blue reliever medication to a child without an asthma care plan or medication agreement. Time is critical when a child is experiencing an asthma attack. Staff should not hesitate to commence asthma first aid. In all cases where an undiagnosed child is administered asthma medication during an asthma attack for the first time an ambulance must be called and the care for the child must be transferred to the ambulance officer.
- Students receiving first aid treatment for a serious injury or illness must have their parents/caregivers/emergency contact called for them to collect the student
- Students who are unable to participate in curricular activities or unable to return to class for any reason must have their parents/caregivers/emergency contact called for them to collect the student

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- Report any accident or 'near miss' for children and adults to the principal or WHS representative. All accidents must be recorded on the injury or illness report (IRMS) via the Department for Education intranet. Staff will contact an ambulance in an emergency
- The person administering first aid will be the person who completes the IRMS record and passes on the information to the responsible person for verification
- The principal and families (where first aid is being administered to a child) will be notified of the nature of the incident/accident as soon as practicable after the incident
- All staff will follow DfE "Critical incidents, injury & hazard reporting" policy.

PROFESSIONAL DEVELOPMENT OF STAFF AND EDUCATORS:

McLaren Vale Primary School will:

- provide appropriate training for first aid officers and staff. (Costs are covered depending on staff member's role)
- support all staff to ensure they hold current recognised first aid qualifications, anaphylaxis management training and emergency asthma management training
- ensure the employee induction includes an induction to the first aid policy
- ensure the skills and competencies of trained first aiders are maintained and skills are kept up to date, refresher first aid and CPR training will be scheduled and maintained in a staff register
- support staff to collaborate and consult to develop and implement risk assessments and management plans wherever necessary
- ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.

HAZARD IDENTIFICATION AND RISK ASSESSMENT:

McLaren Vale Primary School will:

- Follow DfE's Safety management procedure
- Provide a child safe environment
- Guide staff in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes
- Introduce preventative measures to eliminate the risk, or control measures to minimise the risk
- Collaborate with staff and educators to develop a first aid plan for the service (i.e. identification of first aid qualified staff, contact details of emergency services and other emergency contacts, details of the nearest hospital or medical centre, map identifying location of first aid kits at the service, first aid contents checklist, response procedure following an incidence of illness or injury).
- Review and analyse accident, injury, incident and 'near miss' data

FIRST AID SUPPLIES:

- McLaren Vale Primary School's first aid officer (Student Services SSO) maintains first aid kits and equipment in the first aid room, classroom and yard duty first aid bags. This includes monitoring supplies, updating stock as required and discarding and replacing out of date stock. Stock will also be replaced if it expires before the next check is due

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- Classroom teachers are responsible to ensure they let the first aid officer know if their first aid bags need to be replenished. (A contents list is kept with the classroom/yard duty bags for reference)
- An appropriate number of first aid kits are supplied for the number of children enrolled at MVPS
- The first aid kits are suitably equipped, easily accessible and recognisable
- First aid kits are taken on excursions (enough kits must be taken to cater for when children are separated into smaller groups)
- A first aid box checklist is kept with every first aid kit.

DOCUMENTATION AND RECORD KEEPING

McLaren Vale Primary School will:

- Complete an IRMS record for all serious incidents/injuries/trauma/illnesses occurring at MVPS
- Ensure that a copy of the accident/incident report will be made available for parents/guardians on request
- Ensure records are confidentially stored for the specified period of time as required by the Regulation.

MANAGING SERIOUS INCIDENTS

McLaren Vale Primary School will ensure that:

- Any serious incident occurring on site will be documented on a Critical Incident Report form on IRMS and reported to the Department for Education within 24 hours
- A copy of the incident report will be provided to the family as soon as possible, if requested
- Educators and staff are aware of the procedures around managing serious incidents
- Educators notify parents/caregivers of any serious incident
- Educators arrange for medical intervention if required
- Educators manage serious incidents as per policy
- Educators notify the principal immediately after the serious incident has occurred
- Management and staff will monitor and review the effectiveness of the first aid policy regularly. Updated information will be incorporated as needed.

Policy reviewed and verified by Governing Council: September 2020