

FIRST AID POLICY AND PROCEDURES



PURPOSE

To ensure the school community understands Frankston Heights Primary Schools approach to first aid for students.

SCOPE

This policy applies to all staff at Frankston Heights Primary School who may need to administer first aid to students at school or school activities.

The policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY

The policy should be read in conjunction with the school's Medication Administration, Health Care Needs, Anaphylaxis and Asthma Policies. Together with the policies listed above, this policy provides an overview of the schools requirements to ensure the first aid needs of students and staff at school and on approved school activities are met.

Staffing

Consistent with the Department's First Aid Policy and Procedures, the school will ensure nominated staff complete the required training to meet the first aid needs of the school community.

The school's trained first aid staff are listed in our Emergency Management Plan (EMP). The EMP includes the expiry dates of the training. The list is updated on an annual basis as part of the annual review of our Emergency Management Plan. The number of trained first aid staff complies with the number of staff and students at the school.

First Aid Officer Duties

The Principal's nominated First Aid Officer coordinates standard medical service provision, student medical records and parent notifications.

Duties include, but are not limited to:

- Assessing the first aid requirements of the workplace by completing a First Aid Risk Assessment in consultation with the Health and Safety Representative (HSR). The assessment is to include:
 - size and layout of the school
 - high risk areas (art, sport)
 - the number of staff and students in the school
 - the nature of hazards
 - the previous incidents and injuries
 - authorised after-hours programs

- the nature and location of regular school excursions and camps
- location of the school (for example, proximity to medical facilities).
- Staff familiarisation with the school's first aid procedures.
- Ensuring relevant staff receive additional training, where required, to meet student health needs. This may include training for anaphylaxis, asthma, diabetes management or extra training to cover excursions, specific educational programs or activities.
- Inspecting and maintaining the first aid room, supplies including first aid kits, equipment [e.g., the automatic external defibrillator (AED)] and the storage and checking of medications.
- Recording all first aid treatment.
- Providing input on first aid requirements for excursions and camps.
- Providing first aid services commensurate with competency and training.

The First Aid Officer and trained first aid staff will be available at the school during normal working hours and at other times when authorised Department programs are being conducted.

Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other staff may be required to help within their level of competency.

First aid room and kits

Frankston Heights Primary School will:

- follow the Department's policy and guidance in relation to our first aid room to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#)
- maintain first aid kits for all groups that leave the school on excursions and camps. The first aid kits will be stored in the first aid room. A register is to be completed to track when the first aid kits are borrowed and returned.

Portable first aid kits will be available for staff on yard duty. These kits will contain:

- a pair of single use plastic gloves
- a bottle of sterile eye solution
- gauze and band-aids
- first aid passes.

The First Aid Officer will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [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 will 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.
- Staff will take emergency action in a medical emergency 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 will attempt to contact parents/carers or emergency contacts as soon as reasonably practical if first aid is administered for a serious injury or condition, or in an emergency situation.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Staff will:
 - record the provision of the first aid treatment provided and inform the student's parents/carers of their attendance at the First Aid room. Information will include the date, time, treatment given and the person administering the first aid.
 - contact parents/carers for all head injuries
 - record accidents and injuries on the Department's injury management system on CASES21.
 - 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 where required to under that policy, if care was provided in response to a medical emergency or reportable incident.

In accordance with the Department of Education and Training policy, analgesics, including paracetamol and aspirin, must not be stored or administered as a standard first aid strategy. This is because they can mask signs of serious illness or injury. For further information refer to the Department's Policy and Advisory Library: Medication

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 and staff training
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request.

FURTHER INFORMATION AND RESOURCES

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.

The following school policies are also relevant:

- Medication Administration
- Anaphylaxis
- Asthma
- Duty of Care
- Health Care Needs.

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2023
Approved by	Principal
Next scheduled review date	August 2025

MEDICATION AUTHORITY FORM

For students requiring medication to be administered at school



This form should, ideally, be signed by the student's medical/health practitioner for all medication to be administered at school but Frankston Heights Primary School may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia's School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCIA Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student's health support needs. If additional advice is required, please attach it to this form.

Please note: wherever possible, medication should be scheduled outside school hours, e.g. medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.

Student Details

School : Frankston Heights Primary School	
Name of student:	Date of birth:
MediAlert Number (if relevant):	
Review date for this form: annually or when there is a change to medication type and dosage	

Medication to be administered at school:

Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg oral/ topical/ injection)	Dates to be administered	Supervision required
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer

Medication delivered to the school

Please indicate if there are any specific storage instructions for any medication:

Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form

Supervision required

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

Monitoring effects of medication

Please note: School staff **do not** monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at:

<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

Authorisation to administer medication in accordance with this form:

Name of parent/carer:	
Signature:	Date:
Name of medical/health practitioner:	
Professional role:	
Signature:	Date:
Contact details:	