



MOSSGIEL PARK PRIMARY SCHOOL

First Aid Policy

Rationale

As part of the duty of care owed to students, staff are required to administer first-aid when necessary within the limits of their skill, expertise and training.

In the case of serious injury or illness, neither the principal nor any staff members are required to diagnose or treat the condition apart from carrying out the appropriate first-aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioner in attendance.

At Mossziel Park Primary School the first aid room is located next to the school office. This room is equipped to deal with minor first aid incidents that may occur at the school. The school's Health Centre has been equipped in accordance with Victorian Government School's Reference Guide recommendations and contains regularly maintained first aid kits containing the recommended first aid supplies.

In accordance with Department of Education's regulations, every endeavour will be made to have a number of staff trained with current qualifications in Level 2 first aid. The person appointed to the role of first aid officer must hold a current Level 2 first aid qualification (at least)

Purpose

The purpose of the Mossziel Park Primary School First Aid policy is to ensure that student health and safety whilst at school and on school related activities is given the highest priority. The policy clearly outlines the procedures to be followed when a health issue arises.

Implementation

When needed, Mossziel Park Primary School staff will 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 Mossziel Park Primary School has sufficient staff with appropriate levels of first aid training to meet the first aid needs of the school community.

A current list of all suitably trained staff at Mossziel Park Primary School is kept at the office.

First Aid Kits

Mossziel Park Primary School will maintain:

- 4 major first aid kit will be stored at the Health Centre which are used for excursions, camps or sporting activities
- A minor first aid kit stored in each classroom and specialist subject areas

The Health Centre Coordinator will be responsible for maintaining all major and minor first aid kits. Yard duty bags will be checked regularly by the health Centre Coordinator or a first aid officer and minor kits will be restocked as needed.

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 Health Centre 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. 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, Mossgiel Park Primary School will notify parents/carers by sending a note home to them.
- 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 Mossgiel Park Primary School will:
 - record the incident in the Health Centre Register.
 - record serious incidents on CASES21
 - if first aid was administered in a medical emergency, report the incident to the Department’s Incident Support and Operations on 1800 126 126.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be provided at school.

The following process should be followed when students are injured at school.

Injury/Sickness during Class Time

1. The teacher in charge of the class will assess the nature of the injury. If it is only minor (ie. small cut, graze etc.), it will be treated using the classroom’s first aid kit. The teacher will monitor the situation in the classroom/teaching space.
2. If it is more serious (i.e. bleeding) or where the teacher feels their knowledge to be inadequate, the student will be brought to the school office by a suitable monitor. (Ensure that the student doesn’t go straight to the Health Centre.) The teacher will contact the office to inform them a student is on their way and the nature of the injury/illness. If the injury is of a serious nature the teacher may accompany the student to the office or contact the office for assistance. Arrangements for the teacher in the adjacent classroom to supervise the students will be made.

3. The student will be treated appropriately and either returned to the classroom or sent home. In severe cases of illness or injury or with cases which cause concern, the child's parents will be contacted. If the parent(s) are unable to be contacted, the school will contact the emergency contact as provided by the parents. If this is unsuccessful, or in exceptional circumstances, the Principal or a member of the leadership team will make the decision on the course of action to be taken.
4. If the student is sent home, they are to be signed out by the person collecting them in the Student Early Release folder at the office

Injury/sickness during recess/lunchtime

1. All students ill or injured at a break from classes must first see one of the teachers on duty. If it is only minor (ie. small cut, graze etc.), the teacher will treat with supplies from the first aid bag carried whilst on duty. If the injury/illness is more serious (ie. bleeding) the teacher on duty will issue the student with a first aid card.
2. The student will take the card to the office before being taken to the Health Centre where they will be treated by the on duty first aid officer. The first aid duty officer will arrange suitable treatment.
3. If the injury is more serious, the yard duty teacher will contact the office by walkie talkie or mobile phone.

EXCURSIONS/CAMPS

1. In planning for the excursion/camp the teacher in charge will ensure that necessary details are obtained on the student's medical needs (i.e. medication required to be administered; asthma; medical conditions).

Excursions

The note sent to parents must ask whether their child requires medication to be administered whilst on the excursion and/or whether their child suffers from asthma or another medical condition.

If the parent indicates this, the teacher in charge of the excursion must ensure that the following forms have been completed and are filled at the school. The teacher in charge will also check with the Health Centre Coordinator to ascertain if the appropriate forms are already on file at the school. If not (i.e. in the case of short term medication or a new notification regarding asthma or a medical condition) the appropriate form will be sent to the parent for completion-

- School Medication Permission Form

Prior to the excursion, the teacher in charge will liaise with the Health Centre Coordinator to ensure the medication the student is required to take whilst on the excursion is available.

Camps

In gathering information on the student's medical requirements for camp the following forms **must** be issued to all parents of students participating:

- Confidential Medical Information (DET form)
- School Medication Permission form

- School Medical Permission form
2. The camp/excursion leader will designate a participating staff member(s) to store and administer medication. This person/people will also be responsible for the medication, medical forms and the first aid kit. Parents must provide all medication in clearly named containers and hand these to the nominated staff member(s) at the beginning of the camp.
 3. When an injury occurs the attending teachers will decide on the appropriate first aid treatment.

NOTE: In the case of a serious accident/illness or where the teacher is unsure of the extent of the illness/injury, the teacher will call for an ambulance immediately on "000". Once the safety of the student has been ensured, the teacher will contact the school to advise them of the action taken. For other cases the following procedure applies including notifying ISOC Incident Support Operations Centre 1800 126 126.

Related policies: [Medication](#)

[Anaphylaxis](#)

Evaluation

The First Aid Policy will be evaluated and revised by the principal and first aid officer every three years or after a major issue requiring first aid treatment. The principal and first aid officer will liaise widely to ensure all key stakeholders have input into this evaluation.

This First Aid policy was last ratified by School Council on the 29th of October, 2019