



Cranbourne East Primary School FIRST AID & CARE ARRANGEMENTS FOR ILL STUDENTS POLICY 2014

RATIONALE

All children at Cranbourne East Primary School have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

GOALS

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To respond to diverse student needs, including health care needs.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate, CPR qualifications and Anaphylaxis training.

IMPLEMENTATION

1. Students with Medical Conditions

- All students (on enrolment) with medical conditions are noted through CASES21. Medical conditions are communicated to home group teachers and via Casual Relief Teacher (CRT) folders.
- Students identified as suffering a serious medical condition are identified and annual medical review appointments are held or as deemed necessary with the parent/guardian concerning the child's medical management.
- Individual home group teachers are briefed at the beginning of each year concerning students with serious medical conditions assigned to their home group.
- All staff are briefed at the beginning of each year concerning all students with known serious medical conditions. Change of information is communicated to all staff throughout the year via email and new CASES reports.
- Students with serious medical conditions including anaphylaxis will have completed Action Plans on display in the sickbay, and Alerts will be displayed near the phone in classrooms.
- Pouches containing basic first aid materials are carried by yard duty teachers.

2. First Aid Officers

- Consistent with DEECD's First Aid Policy and Procedures, Cranbourne East PS will ensure that a sufficient number of staff are trained to a level 2 first aid standard and up-to-date CPR qualifications and anaphylaxis management.
- A designated First Aid Officer will be available at Cranbourne East Primary School during school hours 8.45 am to 3.30pm.

2.1 First Aid Officer Duties

The Designated First Aid Officer is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.

Their specific duties include:

- Participating in the risk management process within the school as part of the school's Leadership and OHS team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards.

- Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers.
- Maintaining first aid room and first aid kits
- Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the school (e.g. cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury.
- Recording all first aid treatment. A copy of treatment provided shall be forwarded with the patient. The first aider should respect the confidential nature of any information given.
- All parents/guardians will be notified by telephone concerning head, eye and dental injuries.
- Providing input on first aid requirements for excursions and camps.

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.**

Procedures for Medical Treatment

In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school.

All serious accidents and injuries will be recorded on DEECD's injury management system on CASES21. If a student requires medical treatment by a doctor (e.g. fractures, administration of a drug or medical treatment or as an in-patient in a hospital), a WorkSafe notification needs to be completed within 48 hours. (Principal Class)

A Record of First Aid Treatment will be kept in the Sick Bay and information recorded for all students treated in the Sick Bay. Parents/Guardians will receive a copy of the sickbay visit indicating date and time of attendance in the Sick Bay, the treatment given and the person administering the first aid.

No medication will be administered to children without written permission of parents or guardians in accordance with the school's 'Administration of Medication' policy.

It is the policy of Cranbourne East PS that parents are contacted concerning all student injuries to the head, eyes and teeth. All serious head, eye and dental injuries are reported to the Principal Leadership team and recorded on CASES21.

First aid kits will be available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion.

All teachers have 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. A comprehensive first aid kit will accompany all camps.

All children attending camps or excursion will have provided a signed medical form providing medical detail 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.

Medication taken on camp will be stored in an insulated pack if temperature control is required.

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

- plastic gloves

- band-aids
- First Aid passes
- Tissues

3. **Assessment and First Aid Treatment of an Asthma attack**

Cranbourne East PS is recognised by the Asthma Foundation as an ‘Asthma Friendly School’ and has adopted the policy recommendations and advice as outlined by DEECD.

4. **Assessment and First Aid Treatment of Anaphylaxis**

Cranbourne East Primary School has a separate Anaphylaxis Management Policy.

5. **First Aid Kit Contents**

Consistent with DEECD’s First Aid Policy and Procedures the school will maintain a First Aid Kit that includes the following items:

- an up-to-date first aid book
- wound cleaning equipment
- wound dressing equipment
- bandages
- blue reliever puffer (e.g. Ventolin) that is in date
- spacer device (disposable – single use)
- gloves
- scissors
- ice-packs
- vomit bags
- disposable cups
- sanitary napkins
- tissues

6. **Emergency Telephone Numbers**

Poisons Information Service	13 11 26
Ambulance	000
Casey Hospital	8768 1200
Frankston Hospital	9784 7777
Royal Dental Hospital	1300 360 054
Nurse on Call	1300 606 024

EVALUATION

This policy will be reviewed as part of the school’s three-year review cycle or as DEECD policy is updated.

Ratified by School Council: 27 August 2014