



FIRST AID NEEDS & PROCEDURES (care arrangements for ill students)

Policy

MPS will provide first aid facilities and ensure sufficient staff trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice. The school will ensure there is always a first aid officer who can assist an injured or ill person, and has current qualifications covering all the school's first aid requirements.

The Principal will ensure relevant staff receive additional training to meet student health needs.

Implementation

The Principal will:

- Determine the first aid training requirements for the school, camps and excursions in line with DET policy.
- Ensure first aid room is available for use at all times and a comprehensive supply of basic first aid materials are stored in a locked cupboard in the first aid room.
- A comprehensive first aid kit will accompany all excursions and camps along with a mobile phone.
- All children attending camps or excursions will have provided a medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment.
- Ensure children in the first aid room are supervised by a staff member. Supervision of the first aid room will form part of the daily yard duty roster.
- Injuries or illnesses that occur during class time referred to the administration staff who will manage the incident, all injuries or illnesses occurring during recess or lunch breaks, referred to the teacher or staff member in the first aid room.
- Only minor injuries only treated by staff on duty. More serious injuries (including those requiring parents to be notified or suspected treatment by a doctor), require a Level 2 First Aid trained staff member to provide first aid.
- Parents of children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For serious injuries or illnesses parents or guardians are contacted by administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- Any student collected from school by parents/guardians, as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has a significant injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES21.
- All teachers have the 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.
- Annual requests for updated first aid information will be sent home including requests for asthma, diabetes and anaphylaxis management plans, high priority medical forms. Reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication given at that time.

Parent responsibilities

- To collect their child when unwell at school.
- Must sign the child out of the school in a register maintained in the school office.
- At the commencement of each year, provide the school with updated management forms for their child including Asthma, Anaphylaxis, Epilepsy etc.

- It is recommended that all students have personal accident insurance and ambulance cover.

Meeting first aid needs

MPS will meet student first aid needs as below.

Circumstance	Description
Identified health need	<ul style="list-style-type: none"> • First aid requirements for students with identified health care needs to be explained in the Student Health Support Plan or Anaphylaxis Management Plan and display a photo of a student and a description of their health care needs in designated areas, with parental consent.
Student feeling unwell	<ul style="list-style-type: none"> • If a student feels unwell, MPS will assess symptoms, which may include fever, warm/hot to touch etc. and take action based on the summary of signs and symptoms. • Will immediately seek emergency assistance, if there is any doubt about the student's condition, or a sense that the student's condition is deteriorating. • If student continues to feel unwell, parent or nominee contacted to collect student. • No medication including headache tablets administered to children without the express written permission of parent or guardian.
Student has a minor injury	<ul style="list-style-type: none"> • When using an icepack to treat a minor injury such as a bump or bruise will not apply directly to skin (pack to be covered). • To remove pack if pain or discomfort occurs and use a cold compress as an alternative. • Any children with injuries involving blood must have the wound covered at all times.
Other injuries	<p>When an injury causes a nosebleed then an ice pack should not be used. Instead, a cold compress may be used.</p> <p>In the following circumstances an icepack/cold compress will not be used and medical help will be sought:</p> <ul style="list-style-type: none"> • loss of consciousness, even if only briefly • a less than alert conscious state • suspicion of a fracture • suspicion of a spinal injury • damage to eyes or ears • penetration of the skin • deep open wounds.

Training

Staff who practice first aid should have their position descriptions updated to reflect this extra responsibility. They must receive:

- basic first aid training
- and where required, additional first aid modules to cover:
 - The health needs of students attending the school, such as asthma management, administration of the EpiPen; or
 - Excursions, specific educational programs or activities.

Related DET policies

- [Health Care Needs](#)
- [Major First Aid Kit](#)
- [Managing Open Wounds and Blood Spills](#)
- [First Aid Rooms](#)