



LANCEFIELD PRIMARY SCHOOL

FIRST AID POLICY

PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Lancefield Primary School staff might need to 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 Lancefield Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Lancefield Primary School's trained first aid officers are:

LEVEL II FIRST AID TRAINED STAFF		
NAME	DATE TRAINED	DATE EXPIRES
JO EMOND	MARCH 2018	MARCH 2021
WENDY BLEECK	MARCH 2018	MARCH 2021
JESSICA DIMECH	MARCH 2018	MARCH 2021
KIRSTY SLATER	MARCH 2018	MARCH 2021
SHANTELE GRANT	MARCH 2018	MARCH 2021
MICHELLE WISEMAN	MARCH 2018	MARCH 2021
DIANNE SLATER	OCTOBER 2019	OCTOBER 2022
SHARON HEALY	AUGUST 2019	AUGUST 2022
NATALIE JUDDE	AUGUST 2019	AUGUST 2022

First aid kits

Lancefield Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- 6 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:

First Aid Room

Sharon Healy will be responsible for maintaining all 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 may be directed to the sick bay/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.
- 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, Lancefield Primary School will notify parents/carers by sending a note home to parents/carers.
- 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, Lancefield Primary School will:
 - Record the incident in the school’s First Aid Illness/Injury parent notification book, and, if serious, record the incident on CASES21
 - If first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.
- In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

Head Blow

Where a student receives a blow to the head, the school will contact the parents/carers. Parents/Carers may choose to take the student home for observation and or medical assessment after discussing with office staff (see below Concussion). Where a parent/carer makes the decision to not collect the student from school this will be recorded on the parent injury notification form and a copy will be sent home with the student.

Possible Concussion

Following a head injury or knock to the head, children and adolescents may be more susceptible to concussion and take longer to recover. The Concussion Recognition Tool 5 (see appendix) can be used to assist identification of suspected concussion. It is not designed to diagnose concussion.

RED FLAGS – Call an ambulance

If there is concern after a head injury, including whether ANY of the following signs are observed or complaints are reported, first aid should be administered AND an ambulance should be called for urgent medical assessment:

- neck pain or tenderness
- double vision
- weakness or tingling/burning in arms or legs
- severe or increasing headache
- seizure or convulsion
- loss of consciousness
- deteriorating conscious state
- vomiting
- increasingly restless, agitated or combative.

OBSERVABLE SIGNS – take appropriate action

If there are NO RED FLAGS but signs and symptoms that suggest concussion, as listed in the Concussion Recognition Tool 5:

- the student should be immediately removed from play/sport and not engage in further activity (e.g. returning to a sporting game)
- the school must advise the parent or carer to collect the student and recommend a medical assessment, even if the symptoms resolve.

Making contact with parents and carers

Whenever the Concussion Recognition Tool 5 is used to assist with the identification of a suspected concussion, parents and carers should always be contacted and the following actions taken:

- If concussion IS suspected:
- the school must contact the parent or carer and ask the parent or carer to collect the student from school and recommend a medical assessment, even if the symptoms resolve.

If concussion ISN'T suspected:

- the parent or carer should be contacted and informed of the injury
- If, after being informed of this process the parent or carer wish to collect the student from school, they may do so.

Following identified concussion incidents, the school may need to make reasonable adjustments as guided by the student's treating team, including:

- return to learning and return to sport plans
- modifying school programs to include more regular breaks, rests and increased time to complete tasks.

FURTHER INFORMATION AND RESOURCES

Other policies relevant to First Aid include: Asthma, Anaphylaxis and Administration of Medication

REVIEW CYCLE

This policy was last updated November 2019 and is scheduled for review in November 2021.