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FIRST AID POLICY

St. Agnes' Primary School

Rationale:

All children 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.

Aims:

- 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 provide supplies and facilities to cater for the administering of first aid.
- To maintain the majority of staff members trained with a First Aid Certificate.

First Aid Attendants

- First Aid training is offered to staff on an annual basis.
- It is the staff members responsibility to ensure that First Aid and CPR qualifications are current and up to date.

First Aid Kits

- There are portable First Aid Kits located in the First Aid Room to be taken on any excursion or camp.
- First Aid Kit will be maintained by the office staff and will contain a list of Emergency phone numbers including
 - **Emergency 000** (Fire, Ambulance, Police)
 - Poisons Information 131126
 - Port Macquarie Base Hospital 5524-2000

Implementation:

- The First Aid Room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.
- A supply of medication for students will be available in a medicine cupboard in the First Aid Room.
- Any children in the first aid room will be monitored by a staff member at all times.
- All injuries or illnesses that occur during class time and recess and lunch breaks will be referred to the administration staff who will manage the incident.
- All staff will be provided with basic first aid management skills, including, EPI Pen injection and blood spills, a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty in the office, while more serious injuries- including those requiring parents to be notified or suspected treatment by a doctor - require a first aid trained staff member to provide first aid.

- Any children with injuries involving blood must have the wound covered at all times
- The school does not hold any over the counter medication for administering to children. Parents are to come to school to supply medication.
- For more serious injuries/illnesses, the parents/guardians must be contacted by the 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 who is 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 an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported in the School Accident Report Log Book kept in the School Office.
- Parents of children that are ill will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office and a Partial Absence Note.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher should contact Administration before deciding on an appropriate course of action. If an ambulance is called, a letter is to be sent home to the parent advising this.
- All school camps will have at least 1 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps and excursions, along with a mobile phone.
- All children attending camps or excursions 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. Signed medical forms are to be taken on camps and excursions.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times. (kept either on the child or in the first aid room)
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- It is the parent/guardians responsibility to keep the school informed of any medical issues which are pertinent to their child.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year, or as the need arises. Revisions of recommended procedures for administering asthma and epi pen medication will also be given at that time. Students with severe allergies, heart conditions and other severe medical issues will be identified to staff at that time.
- It is recommended that all students have personal accident insurance and ambulance cover. St Agnes' School is an Asthma Friendly School. We recognise the need for administration of medication to students with asthma and the management of medical emergencies. Given that asthma is so common, it is important that teachers and school staff are aware of symptoms of asthma and responsible practices put in place.
- Parents are requested to send an Asthma Plan to school when their child is diagnosed with asthma. This is prepared and signed by the child's GP. The child's class teacher and the school's office staff are required to be familiar with a child's Asthma Plan.
- Parent and wider community education will occur through the school newsletter using material supplied by the Asthma Foundation when required.
- Children are encouraged to keep their puffers on their person or in the Office and to take them with them on external excursions if necessary. Puffers should have child's name clearly marked on them.

- Parent preference or request will be taken into account in organising accessibility and safety.
- For those children who infrequently need a puffer or who have exercise induced asthma it is advisable to have a puffer available in the office at all times.
- Parents may provide a nebuliser pump for their child's use at school through negotiation with Office Staff. The child's parents are responsible for ensuring that adequate supplies of medication are provided (labelled with name of child, name of drug, the dosage and frequency of use). Parents are responsible for ensuring that medication has not reached its expiry date.
- The Medication Register kept in the office, will be used by the Office Staff in recording the frequency of student asthma attacks. Information recorded on this register will include: the date, time and the amount of medication taken.
- Asthma Kits are available for emergency use. eg included in the first aid kits taken on excursions; left in the Sick Bay and one placed for easy access in the playground. They will contain a spacer and medication.
- When a child has an Asthma attack, the medication will be brought to the child if they are unable to get to the sick bay. The Asthma Management Plan will be followed.
- Office Staff will check the use by dates of medication on the first day back each year or when medication is supplied. Medication will be returned to parents at the end of each year.
- When opportunities arise, Staff are encouraged to attend Asthma Education Workshops. The last workshop was held by the Asthma Foundation on 16th February 2010.
- All staff are encouraged to create and maintain a safer environment which may not induce asthma. Changes in routine may also affect students with severe asthma, including weather conditions.
- The school's computerised administration program has provision to note children who are asthmatic. Parents are requested to ensure this information is up to date.

Procedures for anaphylaxis:

At St Agnes' we recognise the needs of all students, including those with anaphylaxis. We further recognise the need for administration of medication to these students and the management of medical emergencies. Given that anaphylaxis is potentially life threatening and always requires an emergency response, teachers, students, parents and all of St Agnes' community must be aware of the risks involved. To minimise these risks we aim to make our school a safer environment.

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as a food or an insect bite.) Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more.

In developing a responsible Anaphylaxis Management Plan the following strategies will be put in place:

- We strongly recommend parents pack lunches and snacks that are free from peanuts or nut products. In real terms this means not sending:-
 - Peanut Butter
 - Nutella
 - Foods which contain nuts
(eg. crunchy nut biscuits / muesli bars with nuts)
- The Canteen is a nut free environment.
- Teachers on the "Epi-Pen" duty will carry a bum bag containing an epi-pen and instructions for its use.
- All students are encouraged to wash hands after eating and to know which teacher will carry the epi-pen bum bag in case of an emergency.
- Students with a serious medical condition will have a yellow fluoro band around their school hat or a medi-alert bracelet. They will be excluded from any rubbish collection at school.
- Individual Health Care Plans are kept in the Canteen and the First Aid Room.

- Individual Epi-pens are kept in the First Aid room and in some cases the classrooms.

Epi Pen Procedure

(also refer to Individual Health care Plans) If a child needs to be administered with an epi pen'

- Administer Epi Pen in thigh. Ring Ambulance. Contact parents or carers
- Write time of injection on thigh in permanent texta
- Allow ten minutes for ambulance. If symptoms not improving another epi pen shot may be required.
- Using an Epi Pen
(Epi-Pen instruction DVD (7min duration) is available for staff members to view.)
 - Grip pen in hand
 - Remove protective cap off top (do not place thumb on top of pen)
 - Press pen firmly into thigh. An audible click should be heard.
 - Allow at least 10 seconds for adrenalin to go in
 - Write time of injection on child's arm or thigh in permanent texta
 - Monitor situation and if symptoms do not improve another shot may be required.

Reviewed:	February 2011
Ratified:	February 2011
Next Review:	February 2014
Ratified:	February 2014
Updated:	March 2016
Next Review:	March 2019