



POLICY 4 FIRST AID

- Ill Student
- Medication
- Asthma
- Diabetes
- Hepatitis/ HIV

FIRST AID & ILL Student

PURPOSE:

- To provide necessary treatment of ill /injured students, staff and visitors when required.
- To ensure that staff who administer first aid have appropriate training and resources.

IMPLEMENTATION:

- One member of staff is to be responsible for the purchase and maintenance of, first aid kits, emergency kits, ice packs, protective disposable gloves/ masks and the general upkeep of the first aid resources across Gordon Primary School.
- The principal will based on a risk assessment identify an applicable number of staff who will maintain nationally recognised qualifications in first aid. CPR refresher and **Department of Education and Training (DET)** recommended procedures for responding to asthma and anaphylaxis will also be undertaken each year.
- All staff have the authority to call triple zero immediately in an emergency.
- It is recommended that all students have personal accident insurance and ambulance cover.
- Students who are feeling unwell during class will be told to rest in the classroom and if their condition deteriorates, the teacher is to send the student to the office where administration staff will care for the student.
- Parents will be contacted if their child is unwell or unable to return to class.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school.
- All students who receive treatment for anything greater than 'minor' will have a note sent home for parents indicating the nature of the illness /injury and the treatment given.
- A confidential up-to-date register (kept under lock and key) will be kept of all illnesses/ injuries that require first aid.
- All injuries to a student's head, face, neck or back will be reported to parents/guardian.
- If an illness/ injury to a student is of a serious nature or if an ambulance is called then parents will be called as quickly as possible and informed of their child's condition and of the actions taken by the school. DET and other relevant agencies will be notified of the injuries.
- All school excursions and camps will have at least one trained first aid staff member at all times along with an applicable first aid kit.
- All students attending excursions or camps will provide a signed form providing medical details and granting teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment.
- At the commencement of every year, students *Action Plans* must be reviewed, distributed and displayed accordingly.
- All *Action Plans* are to be updated regularly and distributed to all applicable teachers.
- The First Aid noticeboard in the staffroom will be updated regularly.

ANAPHYLAXIS

Refer to; Gordon Primary School *Policy 2 Anaphylaxis*

MEDICATION

PURPOSE:

To ensure staff store and administer prescription and non-prescription medication correctly.

IMPLEMENTATION

- Parents must consider whether they can administer medication outside the school day, such as before and after school.
- No student should take their first dose of a new medication at school. This should be done under the supervision of the family or health practitioner, in case of an allergic reaction.
- Medication will only be administered to students with the express written permission of parents or guardians using the appropriate Medication Form.
- Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Form as it is covered in the student's *Action Plan*.
- Medication must include directions for appropriate storage and administration. It must be in the original bottle or container clearly labelled with the students name, dosage and time to be administered, within its expiry date, stored according to the product instructions, particularly in relation to temperature.
- The Principal, will ensure that the correct student receives their correct medication in the proper dose, via the correct method, such as inhaled or orally, at the correct time of day.
- A log of medicine administered will be kept with entries signed and dated.
- Analgesics such as aspirin and paracetamol will not be stored or administered as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury.
- In the event of an error in medication administration, the school will ring the Poisons Information Line on 13 11 26 and give details of the incident and student, call an ambulance if appropriate, and contact the parents.

ASTHMA

PURPOSE:

To ensure all staff with a duty of care for students are trained to assess and manage an asthma emergency.

IMPLEMENTATION:

- Staff will be provided with information on the nature, prevention and treatment of asthma attacks in line with DET and Asthma Victoria's recommendations.
- Students diagnosed with asthma, must submit to the school annually an '*Asthma Foundation Victoria's School Asthma Action Plan*'. This plan must be completed by the student's medical/health practitioner in consultation with the parents/guardians.
- Parents are responsible for ensuring their children have an adequate supply of in date asthma medication (including a spacer) when attending school, excursions, camps or other applicable activities.
- Gordon Primary School will ensure asthma emergency kits are amongst the school's first aid resources.
- Students suffering an asthma attack will be treated in accordance with their asthma plan.

- If any student develops signs of what appears to be an asthma attack with no asthma plan then Asthma First Aid will be administered immediately.
- Any spacers provided by the school will be cleaned appropriately after use.
- For students diagnosed with exercise induced asthma (EIA), staff will ensure adequate time is allowed for reliever medication before the activity along with the cooling down period after the activity.
If a student has an asthma attack during exercise, the student will cease the activity and the Student's Asthma Action Plan will be followed.
- The First Aid noticeboard in the staffroom will be updated regularly with applicable information on asthma.

DIABETES

PURPOSE:

Diabetes is a diagnosis that has a significant impact on families. Students and their families will need support from staff at school to assist in the management of their condition. It is important to establish a culture of inclusion and to support young people with diabetes so that they can participate fully and safely at school.

IMPLEMENTATION:

- At the commencement of every year all Diabetic Management plans and medications will be updated by parents.

HEPATITIS / HIV

PURPOSE:

Hepatitis B & C and the human immunodeficiency virus (HIV) have become increasingly worrying public health issues. A strong emphasis on understanding and prevention is therefore the only effective response.

IMPLEMENTATION:

- To provide a broad health education following the Implementation guidelines as set down by the Office of Schools Administration in the HIV and Hepatitis policy handbooks.
- To protect students, employees and members of the school community from infection through appropriate hygiene and safety practices.
- To provide professional development that will facilitate the implementation of broad health education.
- To engender non-discriminatory attitudes and practices.
- To provide a blood spill kit located in the First Aid room and notify all staff of location.
- To provide safe practices with a biological waste procedure.

GUIDELINES:

- At the commencement of each school year students, teachers and voluntary helpers will be informed of appropriate safety and hygiene practices.
- A comprehensive health education and community awareness program will be implemented throughout the school.

Communication of Policies

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

REFERENCE:

www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx
www.education.vic.gov.au/school/principals/spag/health/Pages/emergency.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx
www.education.vic.gov.au/school/principals/spag/management/pages/medical.aspx
www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx

www.education.vic.gov.au/school/principals/spag/health/pages/anaphylaxis.aspx
www.education.vic.gov.au/school/principals/spag/health/Pages/respondanaphylaxis.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/anaphylaxis#2.aspx
and Ministerial Order 706
www.education.vic.gov.au/school/principals/soaghealth/pages/conditionsasthma.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/asthmaattack.aspx
www.education.vic.gov.au/school/principals/spag/health/pages/asthma.aspx
www.education.vic.gov.au/school/principals/spag/health/Pages/healthcareneeds.aspx
www.education.vic.gov.au/school/principals/spag/healthpages/blood.aspx
www.education.vic.gov.au/school/principals/spag/safety/pages/studentcollection.as

EVALUATION

This policy will be reviewed;

- after a serious illness/injury or asthma attack occurs at school,
- or as part of the school's three year review cycle.

This policy was ratified by School Council on 11.8.21

APPENDIX Appendix A: Asthma First Aid

Asthma First Aid

1 Sit the person upright

- Be calm and reassuring
- Do not leave them alone



2 Give 4 separate puffs of blue/grey reliever puffer

- **Shake** puffer
- Put **1 puff** into spacer
- Take **4 breaths** from spacer

Repeat until **4 puffs** have been taken

Remember: Shake, 1 puff, 4 breaths

OR Give 2 separate doses of a Bricanyl inhaler (age 6 & over) or a Symbicort inhaler (over 12).



3 Wait 4 minutes

- If there is no improvement, give **4 more separate puffs of blue/grey reliever** as above

(OR give 1 more dose of Bricanyl or Symbicort inhaler.)



4 If there is still no improvement call emergency assistance (DIAL 000)

- Say 'ambulance' and that someone is having an asthma attack
- Keep giving **4 separate puffs every 4 minutes** until emergency assistance arrives

(OR 1 dose of Bricanyl or Symbicort every 4 minutes — up to 3 more doses of Symbicort).



Call emergency assistance immediately (DIAL 000)

- If the person is not breathing
- If the person's asthma suddenly becomes worse, or is not improving
- If the person is having an asthma attack and a reliever is not available
- If you are not sure if it's asthma
- If the person is known to have Anaphylaxis - follow their Anaphylaxis Action Plan, then give Asthma First Aid.

Blue/grey reliever medication is unlikely to harm, even if the person does not have asthma



Asthma Australia

Contact your local Asthma Foundation

1800 ASTHMA (1800 278 462) asthmaaustralia.org.au

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