**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 provided for in our school’s:

* [*Anaphylaxis Policy*](Anaphylaxis%20Policy%20(DET%20template%20completed%20August%202018).docx)
* [*Asthma Policy*](Asthma%20Policy%20(DET%20template%20completed%20August%202018).docx)

**Policy**

From time to time Glenroy SS 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 Glenroy SS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

All staff at Glenroy SS are first aid officers.

**First aid kits**

Glenroy SS will maintain:

* A major first aid kit which will be stored in the Medical Room.
* Portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
* In each sub-school hub
* Main Reception

The OHS manager 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 will be directed to a school nurse 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.
* If first aid is administered for a minor injury or condition, Glenroy SS will notify parents/carers by phone or via the home-school communication book.
* 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 Glenroy SS will:
  + 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.

No medication including headache tablets will be administered to children without the express written permission of parents or guardians. The medication must be supplied by the parents.

**Blood and Body Fluid Spills**

Standard hygiene precautions and the correct management of blood spills and other body fluids minimise the risks of transmission of infectious diseases including bacterial and viral infections.

* All staff will be trained in standard infection control procedures and first aid.
* All staff will have access to hot water, antiseptic soap and hand wash, disinfectant, detergents, disposable wipes, disposable latex gloves, paper towel and plastic garbage bags.
* The school has antiseptic hand wash dispensers in every classroom, and activity area.
* Charts displaying standard infection controls will be prominently displayed in appropriate places around the school.
* All blood or body fluid spills will be attended to by a staff member immediately.
* All blood or body fluid spills will be completely cleaned according to standard infection control procedures, including the sealing of all disposable materials into plastic garbage bags for disposal, thorough washing of all equipment in a disinfectant solution and thorough cleaning of all contaminated surfaces with hot water and detergent.
* All wounds will be treated, dressed and covered.
* Children will not be allowed to remain in, or return to normal school activities with exposed blood or spilt body fluids.
* The school will provide a child with alternative clothing should their garments be contaminated with blood or body fluids. If these are unavailable, the child’s parents will be contacted to collect the child from school.
* Soiled clothes will be placed in a plastic bag and sent home.
* *Incidental Exposure to Bodily Fluids:* If bodily fluid gets into the eyes or mouth, the person exposed will be urged to seek medical attention immediately or, if a student, the parents contacted immediately.

**Further information and resources**

* [*Anaphylaxis Policy*](file:///\\gss-nas01\policies\GSS%20Policies\Required%20for%20school%20review%20-%20udpated%20August%202018\Anaphylaxis%20Policy%20(DET%20template%20completed%20August%202018).docx)
* [*Asthma Policy*](file:///\\gss-nas01\policies\GSS%20Policies\Required%20for%20school%20review%20-%20udpated%20August%202018\Asthma%20Policy%20(DET%20template%20completed%20August%202018).docx)
* [*Health Care Needs Policy*](Health%20Care%20Needs%20(DET%20template%20completed%20August%202018).docx)
* [*Medication Policy*](Medication%20(DET%20template%20completed%20August%202018).docx)
* [*SunSmart Policy*](SunSmart%20Policy%20(DET%20template%20completed%20August%202018).docx)

**Review cycle**

This policy was last updated on 22.8.18 and is scheduled for review in August 2021.

Ratified by School Council 15 October 2018