First Aid Policy

Purpose:	To provide clear guidelines regarding the application of first aid and other health related assistance to Students at the School. To define management procedures that are implemented to identify and monitor Students who have pre-existing medical conditions.
Scope:	Staff & Parents/Guardians
Implemented by:	Principal
Approved by:	Fitra Board
Effective from:	May 2025
Review due:	December 2026

Definitions

First aid involves emergency treatment and support to preserve life through:

- clearing and maintaining open airways
- restoring breathing or circulation
- monitoring well being until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
- Protect a person, particularly if they are unconscious
- Prevent a condition worsening
- Promote recovery

Medical Care Plans – a medical care plan is the collective term used throughout this policy for one of the following five plans:

1. An **Individual Anaphylaxis Management Plan** is a plan in a format provided by the School for any Student who has been diagnosed by a Medical Practitioner as being at risk of anaphylaxis. This is completed by the Parent/Guardian and reviewed annually. More details can be found in the *Anaphylaxis Management Policy*.

2. An **ASCIA Action Plan for Anaphylaxis** is a Student's anaphylaxis emergency response plan in a format approved by the Australasian Society of Clinical Immunology and Allergy and completed by the Student's medical/health practitioner in consultation with the Parents/Guardians annually.
3. An **ASCIA Action Plan for Allergic Reactions** is a Student's Allergy Care plan in a format approved by the Australasian Society of Clinical Immunology and Allergy and completed by the Student's medical/health practitioner in consultation with the Parents/Guardians annually. This plan only applies to people with mild/moderate allergies, who need to avoid certain allergens. For people with severe allergies (and at risk of anaphylaxis) use the ASCIA Action Plans for Anaphylaxis, which include adrenaline (epinephrine) autoinjector instructions.
4. An **Asthma Management Plan** is a Student's Asthma Care plan in a format approved by the Asthma Foundation Victoria's and completed by the Student's medical/health practitioner in consultation with the Parents/Guardians annually.
5. A **Medical Management Plan and Medication Consent Form** is a plan in a format provided by the School for Students with any other identified health care need (i.e. other than Anaphylaxis, Asthma or Allergy) and/or where medication is to be administered. It is completed by the Parent/Guardian.

Who is responsible for First Aid?

All Full time Teachers and Admin are required to have first aid training, and will need to recertify every 3 years prior to their certification expiring. In addition, Teachers and Admin Staff will need to do a refresher course for CPR & update their Anaphylaxis Management training annually. Teachers and Admin Staff are expected to administer first aid to Students as required.

In addition, the Principal will appoint one of the fully first aid trained Staff to be the First Aid Officer who is responsible for filing & maintaining Medical Care Plans, storing & monitoring all Student medications listed in Medical Care Plans as well as auditing and maintaining the School's first aid resources.

All Teachers and Admin Staff should make themselves aware of the medical conditions of Students in their care and the medication taken by that child as described in their Medical Care Plan

It is the Principal's responsibility to ensure all staff are briefed when a Student at risk of anaphylaxis is enrolled at the School and that relevant staff have been trained in accordance with the School's *Anaphylaxis Management Policy*.

Student Medical Records

Upon enrolment, Parents/Guardians are required to complete the medical detail section of the

enrolment form and provide a statement from the Australian Immunisation Register.

Students with known medical conditions are required to complete the appropriate Medical Care Plan relevant to their condition, detailing a description of the condition, symptoms of deterioration of the condition, usual medical treatment to be administered at School, medical treatment if the condition deteriorates and any side effects of the medication.

The Medical Care Plan will also include the name, address and phone number of the child's medical practitioner and emergency contacts.

Copies of the Medical Care Plan will be kept in the Student's file and uploaded on to Compass. .

Parents are contacted at the start of Term 4 as part of the annual update of Student details and will be asked if there are any updates regarding Student medical records including their child's current Medical Care Plan and emergency contact details. Parents/Guardians of Students with known Asthma, Allergies, Anaphylaxis or other long term conditions will be reminded to submit the relevant updated Medical Care Plans in the new School year.

Student Medication

PROCEDURE

- The First Aid Officer is responsible for the following regarding any medication provided:
    - Recording the Medication received including child's name, name of drug and expiry date in the *Medication & Epipen Register* Spreadsheet. Information on the conditions for dispensing & dosage of medication needs to be recorded in the *Students with Medical Conditions* Spreadsheet. A copy of both sheets will be printed and kept in a file in the First Aid Area.
    - Appropriate storage of medication in either the first aid cupboard or refrigerator
    - Monitoring the storage of the medication
    - Checking Expiry dates and dosage levels of Medication at the end of each term if medication is required at School long term
    - Informing Parents/Guardians if medication is due to expire and replacements are required
    - Disposing of any unused medication that no longer needs to be stored or has expired.
- Asthmatic reliever sprays (e.g. Ventolin) may be kept by Students trained in their use if this has been indicated on their Asthma Management Plan. Personal Asthma reliever sprays must be labelled with the Students name. Parents are also required to provide an additional Asthmatic reliever spray for their child for use on school excursions. This will be placed in a clear plastic pouch with the child's name, photo and asthma action plan, and is required to be taken by teachers on all excursions. Additional asthmatic reliever sprays and other inhalers will be stored in the first aid cupboard.

- Specific medication for allergic reactions to insect bites, chemical reactions or changes in climatic conditions as specified in a Student's ASCIA Action Plan for Allergy need to be

appropriately labelled to include the following:

- Childs name
- Name of drug
- Conditions for dispensing
- Dosage to be administered

- Adrenaline autoinjectors for Students with anaphylaxis as specified in their ASCIA Action Plan for Anaphylaxis, also need to be appropriately labelled. Procedures for anaphylaxis and adrenaline autoinjector administration are found in the *Anaphylaxis Management policy*.
- For Medication such as oral prescription drugs that need to be administered at School for Students suffering from a short or long term condition (that is not Asthma, Anaphylaxis or Allergy) Parents need to sign a *Medication Consent Form* in addition to providing a *Medical Management Plan.* The medication needs to be provided in a sealed container with the pharmacist directions label stating:
  - Child's name
  - Name of the drug
  - Date & time frame of dispensing
  - Dosage to be administered at School
- Administering of any medication will be recorded on the Compass Student Management system and parents informed via email through Compass.
- In the event of a Student refusing to take medication, the Teacher will advise the Parent/Guardian as soon as possible. Teachers will not force a Student to take medication.

Contagious Illnesses

Parents/Guardians have a responsibility to notify the School if their child is diagnosed with a contagious illness. The School will then notify all Parents/Guardians.

Children will not be allowed to attend School or School related activities if they have anything contagious such as, but not limited to the following:

- FEVER: May return when fever free (under 100 degrees) for 24 hours, without medication
- DIARRHEA / VOMITING: May return when symptom free for 24 hours
- STREP THROAT: May return after 24 hours of antibiotic treatment and no fever for 24 hours
- CONJUNCTIVITIS (pink eye): May return 24 hours after treatment begins and eyes are free of discharge
- HEAD LICE: May return after treatment and removal of all live lice from hair. NOTE: the presence of eggs (nits) in the hair is not a cause for school exclusion (only live head lice).
- RING WORM: May return after treatment begins; area should be covered while in School

for first 48 hours of treatment

- IMPETIGO / STAPH / MRSA: May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides
- COMMUNICABLE DISEASES (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): May return when cleared by their medical provider.

The Parent/Guardian needs to maintain direct contact with the School if the child is diagnosed with any communicable disease so the School can take appropriate steps to protect the entire Student population.

Caring for Students that Become Sick at School

While every effort will be taken to look after Students, Parents/Guardians are urged not to send sick children to School. If Students become ill at School, efforts will be made to advise the Parents/Guardians, either directly or via the emergency contacts listed on the Student's enrolment form, to come and collect the child.

If a Student is injured at School, staff will administer first aid, and provide adequate treatment or transfer into the care of ambulance paramedic, doctor or nurse as required.

If a Student has received first aid at School, Parents/Guardians should be made aware by:

- Notification on Compass (for minor injuries / illness)
- Phone call (for serious injuries / illness)

If a Student becomes unwell while at School they will be taken to the First Aid Area to rest whilst waiting for a Parent/Guardian to collect them.

Any administering of first aid will be recorded on Compass

Accident, Incident & First Aid Register

Staff members are required to record all instances where first aid is administered to a Student, staff member or a Parent/Guardian on Compass.

Accessibility

A copy of this policy will be made available on Compass; in first aid cabinets, in all first aid kits (where practical).

Related Documentation

Medical Management Plan & Medication Consent Form

Individual Anaphylaxis Management Plan

ASCIA Action Plans

Medication and Epipen Register Spreadsheet

Students with Medical Conditions Spreadsheet

Related Policies

- Anaphylaxis Management Policy
- Duty of Care Policy
- Student Welfare Policy