

First Aid Policy

Purpose:

To provide clear guidelines regarding the application of first aid and other health related assistance to students, staff, parents.

To define management procedures that are implemented to identify and monitor students who have pre-existing medical conditions.

Scope:

Principal, school staff (including casual relief staff), students, volunteers and parents of students

Implemented by:

Designated First Aid Officer (Principal) and Key Mentors

Approved by:

KVS Board

Reviewed:

Every two years or as legislative changes arise or improvements are identified.

**Communicated
via:**

School website, staff induction, staff handbook, parent handbook, first aid training, staff meetings, first aid area, school bus, policy folder

Overview

Schools must plan for the first aid needs of students and staff at school or on approved school activities and the Principal must ensure there are sufficient adults who have completed and maintained their currency in the relevant first aid training courses.

These qualifications are recorded in the Register of Staff First Aid Training and expiry dates will be monitored by administration staff twice yearly, or as new staff are engaged.

Definitions

First aid involves emergency treatment and support to:

- Preserve life through:

- clearing and maintaining open airways
- restoring breathing or circulation
- monitoring wellbeing 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 four plans:

1. A [KVS Individual Anaphylaxis Management Plan](#) is a student's anaphylaxis emergency response plan prepared in conjunction with the parents and Principal, reviewed annually and includes the Australasian Society of Clinical Immunology and Allergy Anaphylaxis Plan completed by the student's medical/health practitioner in consultation with the parents/guardians annually.
2. A [KVS Individual Allergy Management Plan](#) is a student's Allergy Care plan prepared in conjunction with the parents and Principal, reviewed annually and includes the Australasian Society of Clinical Immunology and Allergy Allergic Reactions Plan 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 [KVS Individual Anaphylaxis Management Plan](#), which include adrenaline (epinephrine) autoinjector instructions.
3. An [Asthma Management Plan](#) is a student's Asthma Care plan in a format approved by the Asthma Foundation Victoria and completed by the student's medical/health practitioner in consultation with the parents/guardians annually.
4. A [Medication Consent Form and Medical Management Plan](#) is a plan in a format provided by Koonwarra Village 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.

Designated First Aid Officer

The name of the designated First Aid Officer and other staff with first aid qualifications will be displayed in the first aid area.

The First Aid Officer will be responsible for overseeing the checking of expiry dates of all student medication listed on Medical Care Plans as well as the auditing and maintaining the school's first aid resources.

All Mentors 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. The Principal will brief Mentors at staff meetings when there are new or revised Medical Care Plans for students.

First Aid Facilities

The location of the designated first aid area will be clearly depicted on the Emergency/Evacuation Plan displayed at key points on site.

The first aid area will be equipped with the following:

- A major first aid kit
- A list identifying the first aid officer and staff with first aid training
- A list of emergency contact numbers
- A list of students with Medical Care Plans including a thumbnail photo
- A first aid kit contents register
- Availability of hot and cold running water
- An upright chair
- Furniture for ill students to rest comfortably while under supervision

An additional portable first aid kit will be maintained in each school bus

Student Medical Records

Upon enrolment, parents are required to complete the medical detail section of the enrolment form including any associated Medical Care Plans and provide a statement from the Australian Immunisation Register. Parents are reminded annually, via email, of the need to update any medical information or Medical Care Plans and emergency contact details.

Known Medical Conditions

Students with known medical conditions are required to have a completed Medical Care Plan as relevant for 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 in the office, the Student Management System and in the first aid area.

Student Medication

Students with long or short term medical conditions which require oral prescription drugs to be administered at school must supply the following:

- A Medication Consent Form and Medical Management Plan from the parent / guardian giving the Key Mentor / designated First Aid Officer permission to assist the child to take the prescribed medication;
- Medication in a sealed container with the pharmacist directions label stating:
 - Child's name
 - Name of the drug
 - Date of dispensing
 - Dosage to be administered at school
- The school will dispose of any unused medication.
- Administering of any medication will be recorded in the Medication Consent Form and Medical Management Plan.

If medication is brought to school, it must be given to the student's Key Mentor with the Medication Consent Form and Medical Management Plan and the Key Mentor will organise for it to be stored on/in either:

- the First Aid shelf, or Refrigerator

In the event of a student refusing to take medication, the Principal will advise the parent as soon as possible. Mentors will not force a student to take medication unless a situation is considered to be, or could potentially become, life-threatening.

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. Additional asthmatic reliever sprays and other inhalers will be stored on the first aid shelf in a sealed container.

Parents of students with specific medication for allergic reactions to insect bites, chemical reactions or changes in climatic conditions are required to complete Medical Care Plan prior to their medication being stored on the first aid shelf.

Paracetamol or any other non-prescription medication will not be administered to students without written direction and/or verbal consent of parent / guardian.

Contagious Illnesses

Parents have a responsibility to notify the school if their child is diagnosed with a contagious illness. The school will then notify families as necessary based on the illness and any relevant Pandemic or Health Orders. Depending on the illness diagnosed this may include notifying those who:

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- Have not undergone a complete immunisation program and may be susceptible; or
Have reduced immune system capabilities due to their own medical conditions.
- Have been identified as a Close Contact.

Medical information will be handled as per our Privacy Policy.

Caring for Students that Become Sick and Injured at School

While every effort will be taken to look after students, parents are requested to keep sick children at home. If students become ill at school, efforts will be made to advise the parents, 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 at Koonwarra Village School will administer first aid, and provide adequate treatment or transfer into the care of ambulance paramedic, doctor or nurse as required.

- All First Aid incidents recorded on the First Aid Register will be notified to parents, either by text, in person, or a phone call.

First Aid Register

Staff members are required to record first aid incidents and medication administered to students, staff and parents as a First Aid Incident in the First Aid Register

Related Resources

- Medication Consent Form & Medical Management Plan
- KVS Individual Anaphylaxis Management Plan
- KVS Individual Allergy Management Plan
- First Aid Incident Form
- Register of Staff First Aid Training
- Anaphylaxis Management Policy
- Privacy Policy
- Duty of Care Policy