

First Aid Procedures at St Mary's Primary School, Hampton



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS



Procedures

First Aid Locations

There are two first aid rooms in the school, located at the school office (main first aid room) and at the staff room. There is First Aid signage on both first aid room doors. The office first aid room supervised at all times by administration staff. The Staff room first aid room supervised during lunch and recess times by staff

First Aid Training

All staff are trained in level Two First Aid. All staff are trained in First Aid level 2 every three years, CPR and Asthma training annually and Anaphylaxis training twice-yearly. The Deputy Principal and Office Administrator maintain the First Aid register.

Procedure for the storage and distribution of medication to students

Medication is to be taken to the School Office together with a letter from the child's parent or guardian authorising the administration of the medication and giving clear instructions as to the dose and time to be taken. The medication prescribed for the student must come in the original container and must be labelled. There will be no changes in the dosage or the time the medication is administered without the written permission from the doctor or parent or guardian.

Medicines, tablets etc. will be stored in the office. Students are not permitted to be responsible for their own medication nor are medicines to be kept in classrooms or student's bags. Medication will be administered by the office staff. If office staff are not present when the medication is required, it may be administered by any other member of staff provided that person is clear about whom the medicine is prescribed for and the dosage to be given.

Where instructions regarding administration of medicine are not clear no medication is to be issued. The school does not accept responsibility for non-issue of medication.

Asthma Medication: Information on every asthmatic student must be recorded on the Medical Information form on Operoo. A separate action plan hardcopy must be completed at the beginning of each year and given to the school office. This must be updated by the child's doctor every 12 months. Any changes to the plan must be updated on the management plan hardcopy held at the school and on Operoo. Medications delivered by a ventilator/nebulizer will be administered by trained staff members.

Epipens: Appropriate medication such as epipens and antihistamine medication must be provided to the school and will be stored in the office sick bay. Information on every anaphylaxis student must be recorded on the Medical Information form on Operoo and also a current action plan completed by a doctor, must be provided to the school office. Any changes to the plan must be updated on the management plan hardcopy held at the school and on Operoo. All staff are trained twice a year in anaphylaxis management.

Non-Prescription Medication: The School will not assume the responsibility for assisting in the administration of non-prescription medications unless pre-authorized by a physician or a written parental order is on file in the school office. Analgesics will not be administered to any student by any member of staff without written consent from the student's physician/parent.

There are two First Aid Kits for excursions and offsite events, that are stored in the main first aid room at the office. Both First Aid rooms are also stocked with First Aid supplies. There are bum bags with basic first aid supplies to be carried by teachers on playground duty, which are stored in the staffroom. Each classroom is also provided with basic first aid supplies. First aid room and kit supplies are maintained by a designated staff member/s.

Procedure for yard duty and school activities

A First Aid 'bum-bag' is to be used for minor accidents when on yard duty. All teachers on duty carry the first aid bag while on duty to treat minor injuries. Student with more serious injuries are sent to the staffroom for treatment at the first aid room. All Staff in the staffroom during lunch and recess time are responsible for first aid. During class time, students requiring first aid are sent to the office. A First Aid kit is taken on all excursions and offsite activities (including camps), with a staff member designated as first aid officer. Individual asthma and anaphylaxis medication bags are taken for relevant students on all excursions and offsite activities and returned to the office e First Aid room after use.

Communication with parents, guardians and/or carers

For minor injuries, staff members record on an 'Illness/Injury Notification Form' which is sent home with the child to inform parents of the incident, injury and form of treatment/response taken. For more serious injuries, including all knocks to the head, parents are informed by phone call. In the event of a serious injury requiring immediate medical assistance, the school will call 000 to request an ambulance and parents will be informed.

Students who are unwell will be sent to sick bay. If deemed necessary, parents will be informed and may be required to collect the child from school. In the event of students who display COVID-19 symptoms (e.g. runny nose, fever, headaches, coughing, nausea, parents will be notified and required to collect the child from school.

Procedures for requesting medical information from parents, guardians and/or carers

Parents, guardians and/or carers are requested to provide student medical information upon enrolment and through Operoo upon commencement at school. The school requests that medical information is updated as required on Operoo.