**OCTOBER 2016 POLICY**

**FIRST AID**

Leader: Stuart Telford

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1. **Rationale**

All injured persons must be provided with immediate and adequate treatment of injury and illness at Department of Education (DET) workplaces. All medication is to be stored and administered correctly. This relates to all medications including prescription and non-prescription medications. Bolinda Primary School will outline care arrangements and processes for ill students. Students’ privacy and confidentiality are protected to avoid stigmatisation. Teachers will abide by their duty of care by assisting students to take their medication where appropriate.

2. **Broad Guidelines**

- To ensure the provision of first aid at Bolinda Primary School is adequate for this workplace
- To ensure Bolinda Primary School complies with the legislative requirements of the *Occupational Health & Safety Act 2004* and the *Occupational Health & Safety Regulations 2007* in relation to the provision of first aid.

3. **Implementation**

- The Principal and / or the OHS Nominee assess and record the first aid requirements annually.
- The Principal and / or the OHS Nominee ensure first aid provisions reflect the first aid requirements of the workplace including First Aid Officer training being made available to First Aid Officers.
- The name and location of each First Aid Officer is displayed in the workplace. A First Aid Officer is available at the school during normal working hours.
- A process for regularly inspecting first aid provisions is established and implemented.
- The following forms or facsimiles thereof will be utilised. Refer to links below.
  - First Aid Kits Contents Checklist
  - First Aid Summary Sheet
  - First Aid & Infection Control
- It is expected that staff will attend training and updates on specific treatment options eg asthma and allergic reactions.
- Clear signage will indicate the location of the School Defibrillator. Staff be taught how to use the defibrillator in the event of an emergency. Regular checks will be performed to ensure it is suitably powered for use.

**Medication:**

- Must be accompanied by written advice providing directions for appropriate storage and administration
- Must be in the original bottle or container clearly labelled with the name of the student, dosage and time to be administered
- Must be within its expiry date
- Must be stored according to the product instructions, particularly in relation to temperature

**Administering medication:**

The principal, or their nominee must ensure that the correct student receives:

- their correct medication
- in the proper dose

*This policy is written in consultation with DET Guidelines.*
- via the correct method, such as inhaled or orally
- at the correct time of day
- a log is kept of medicine administered

Staff in charge of students at the time their medication is required:
- are informed that the student needs to be medicated
- release the student from class to obtain their medication.

A medication log or an equivalent official medications register should be used by the person administrating the taking of medicine.

Good practice is to have two staff members:
- supervising the administration of medication
- checking the information noted on the medication log.
- Schools can observe and document behaviours for the student’s medical/health practitioner.

The school should not:
- store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury
- allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the family or health practitioner.
- allow use of medication by anyone other than the prescribed student.

Exception:
- Only in a life threatening emergency could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.
- With the exception of anaphylaxis and asthma a note from caregivers/medical practitioner needs to accompany students self-administering non-prescription and prescription medication.

Storing medication:
Medication is stored for the period of time specified in the written instructions received; it must be stored:
- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from the classroom, unless immediate access is required in such cases as asthma and anaphylaxis or when permission has been granted for self-administration. (Refer to Bolinda Primary School Asthma and Anaphylaxis Policies).
- away from the first aid kit.

Medication Error Procedure:
When medication has been administered incorrectly the following process will be followed:
1. First Aid policy will be followed
2. Ring the Poisons information Line, 13 11 26 and give details of the incident and student.
3. Act immediately upon their advice, such as calling an ambulance, on 000, immediately if you are advised to do so.
4. Contact the parents/guardians or the emergency contact person to notified them of the medication error and action
5. Review medication management procedures at the school in light of the incident taken.

For further information please consult the Bolinda Primary School – Health Care Policy

4. Evaluation
- This policy will be reviewed annually.

References:

* This policy is written in consultation with DET Guidelines.