



# FIRST AID POLICY

## **Rationale:**

- All students and staff have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

## **Policy:**

This policy aims to provide instructions for the:

- administration of first aid to students and staff when in need, in a competent and timely manner.
- communication of student's health problems to parents when considered necessary.
- provision of supplies and facilities to cater for the administering of first aid.

## **Staffing:**

The Principal will ensure that Mildura West Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officer are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. This list is reviewed as part of the annual review of our Emergency Management Plan.

## **First Aid Kits:**

A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.

Mildura West Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room
- 3 portable first kits which may be used for excursions, camps or yard duty. The portable first aid kits will be in the First Aid Room.

## **Management of First Aid**

- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- First aid kits are to be worn by all teachers on yard duty and are to be taken on all excursions.
- Supervision of the first aid room will form part of the daily yard duty roster. Any children in the first aid room will be supervised by a staff member at all times.
- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency, other staff may assist in the administration of first aid within their level of competence.
- Mildura West Primary School will make First Aid training available to staff as required.
- 'Minor' injuries will be attended to in the classroom utilising the classroom kit supplied and if outside during breaks by the teacher on yard duty.
- All 'major' injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident and all 'major' injuries or illnesses that occur during recess or lunch breaks, will be referred to the staff member on duty in the first aid room.
- All head/face/neck injuries should be assessed against the Concussion Recognition Tool and treated accordingly.



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- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- A supply of Personal Protective Equipment (including gloves, masks, goggles, etc) will be available for use by staff.
- Any children with injuries involving blood must have the wound covered at all times.
- **All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may confer with others before deciding on an appropriate course of action.**

## CONCUSSION RECOGNITION TOOL 5<sup>®</sup>

To help identify concussion in children, adolescents and adults



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### RECOGNISE & REMOVE

Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

#### STEP 1: RED FLAGS – CALL AN AMBULANCE

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

- Neck pain or tenderness
- Double vision
- Weakness or tingling/ burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated or combative

#### Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Assessment for a spinal cord injury is critical.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

#### STEP 2: OBSERVABLE SIGNS

Visual clues that suggest possible concussion include:

- Lying motionless on the playing surface
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion, or an inability to respond appropriately to questions
- Blank or vacant look
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Facial injury after head trauma

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#### STEP 3: SYMPTOMS

- Headache
- "Pressure in head"
- Balance problems
- Nausea or vomiting
- Drowsiness
- Dizziness
- Blurred vision
- Sensitivity to light
- Sensitivity to noise
- Fatigue or low energy
- "Don't feel right"
- More emotional
- More Irritable
- Sadness
- Nervous or anxious
- Neck Pain
- Difficulty concentrating
- Difficulty remembering
- Feeling slowed down
- Feeling like "in a fog"

#### STEP 4: MEMORY ASSESSMENT

(IN ATHLETES OLDER THAN 12 YEARS)

Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion:

- "What venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

#### Athletes with suspected concussion should:

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

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**ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE**

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## Care for ill students

- Students who are unwell should not attend school.
- Should a student become unwell during the course of the day, they may be directed to the First Aid Room to be assessed and monitored by staff.
- Staff may contact parents/carers or an emergency contact to collect the student.



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## **Communication and Recording**

- For serious injuries/illnesses, the parents/guardians must be contacted by a staff member so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- An up-to-date log book located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where the first aider considers the injury to be greater than "minor" will be reported on DEECD Accident/Injury form and entered onto CASES.
- Parents who collect children from school for any reason (other than emergency) must inform the office staff or classroom teacher.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid / medical alerts will be communicated to staff at the beginning of each year or when needed.

## **Policy Review and Approval:**

Policy last reviewed:	26/7/21
Approved by:	Anne Robinson
Next scheduled review date (3 yrs):	July 2025