

FIRST AID POLICY

PURPOSE

To ensure the school community understands our school's approach to first aid for students. As our setting meets the educational needs of students as both inpatients at Monash Children's Hospital and outpatients, through the ELMHS Outreach Programs, the MCHS First Aid Policy will outline how it will assist students with first aid in either of these instances.

SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY FOR INPATIENT PROGRAM

Monash Children's Hospital School is a school that operates on-site at Monash Children's Hospital, and as such, the First Aid Policy must comply with Monash Children's Hospital's policy.

At no time will Monash Children's Hospital School (MCHS) staff administer medication to a student that is an inpatient at Monash Children's Hospital; however, in an emergency they may need to administer basic first aid treatment while waiting for the medical team to arrive from within the hospital. When the Monash Children's Hospital Treating Team arrive the MCHS staff member will assist as requested by the medical team.

MCHS will maintain a portable first aid kit which may be used for staff in the school area of the hospital. This kit will include basic first aid resources such as: band aids, sterile wipes, paracetamol, small bandages etc. This first aid kit is located within the school office area and is for MCHS staff only.



Care for ill students

Students who are unwell should not attend school. The decision if students should /should not attend MCHS educational sessions is a joint decision between MCHS staff and the members of the Monash Children's Hospital Treating Team.

If a student becomes unwell during the school day they will be returned to their ward/unit and MCHS staff will alert the medical/health personnel of the situation. If the situation is serious then the nurse accompanying the group will call for support (Stepping Stones) and/or a MCHS staff member will call a Code Blue by phoning 999 and then follow Code Blue protocols.

General Medical Ward

- If a patient feels unwell and/or the teacher working with the patient feels there is a health concern they will activate the Staff Assist button which is located next to the patient's bed.
- If a situation arises and the teacher is concerned that there is a more serious medical concern then the teacher will activate the Emergency button located in the patient's room.
- If a patient has a Client Protective Officer (CPO) then the teacher will inform the CPO that there is need for assistance and the CPO will activate their ASCOM to alert the ward medical/health team that assistance is needed.

Oasis

- The MCHS work on the unit and there are nursing staff members on site for the entire time. Patient assist buttons, emergency buttons and duress buttons are positioned around the unit. MCHS staff will provide support as requested by the medical/health personnel.



Stepping Stones

- There is always a nurse who accompanies the patients to the educational sessions. The nurse has an ASCOM and this will be activated if the need arises. MCHS staff will provide support as requested by the medical/health personnel.

General

If there are any concerns about a patient's health and they cannot access a medical/health colleague then MCHS have been instructed to call a Code Blue Phone 999 and state situation and location.

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. MCHS staff will have called a Code Blue Phone 999 and state situation and location. If this occurs in a patient's room then the MCHS staff member alerts a MCH medical/health personnel – usually a nurse, this can be by activating the Patient Assist button or Emergency button.
- If first aid is administered for a minor injury or condition, MCHS will advise the relevant MCH medical/health/treating team member.
- If first aid is administered for a serious injury or condition, or in an emergency situation, then the responsibility lies with Monash Children's Hospital staff to follow their hospital processes and protocols in communicating and documenting the situation.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as standard first aid treatments. This is because they can mask signs of serious illness or injury. The paracetamol in



the staff first aid kit is for staff only and will not be administered to patients.

POLICY FOR COMMUNITY OUTREACH PROGRAMS

This policy applies to students attending teaching sessions whilst outpatients of Monash Children's Hospital, eg ARC or Wellness and Recovery Centre.

From time to time Monash Children's Hospital School staff might need to administer first aid to students at school at our outreach programs.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The Principal will ensure that Monash Children's Hospital 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 officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Monash Children's Hospital School will maintain:

- 2 portable first aid kits which may be used at ARC Myuna Farm and WRC Wellness and Recovery Centre. The portable first aid kits will be stored:
 - In the office at Myuna Farm and the WRC

The Business Manager and Principal will be responsible for maintaining all first aid kits.

Care for ill students

Students who are unwell should not attend school.



If a student becomes unwell during the school day they may be directed to the office and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Monash Children's Hospital School will notify parents/carers by phone call to parent/carer.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student Monash Children's Hospital School will:
 - record the incident on Compass
 - if first aid was administered in a medical emergency, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126.



In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training

MCHS FIRST AID TRAINING LIST

Staff Member	Date Trained	Staff Member	Date Trained
Colin Dobson	03/08/2021	Heidi Gilmour	03/08/2021
Sandra Murphy	03/08/2021	Wayne Smith	03/08/2021
Evelyn Dodgson	03/08/2021	Katherine Lingard	03/08/2021
Sarah Jane George	03/08/2021	Kelly Barnett	03/08/2021
Kate Cooper	03/08/2021	Lisa Wajngarten	03/08/2021
Suzanne Kenneally	03/08/2021	Belinda Husson	03/08/2021
Kylie Middlemiss	03/08/2021	Dayna Bradley	03/08/2021
Georgia Lay	03/08/2021	Suzie Alev	03/08/2021
Ruory Kirkby	03/08/2021	Kelly DeSilva	03/08/2021
Louise Marbina	03/08/2021	Caroyln Curnow	03/08/2021



Jai Adams	03/08/2021	Caroline Smith	03/08/2021
Melissa Johns	03/08/2021	Sally Butler (CRT)	03/08/2021

FURTHER INFORMATION AND RESOURCES

- Refer to '2021 MCHS Anaphylaxis Policy'
- Refer to '2021 MCHS Asthma Policy'
- Refer to '2021 MCHS Duty of Care Policy'
- Refer to '2021 MCHS Health Care Needs Policy'
- Refer to '2021 MCHS Administration of Medication Policy'
- Refer to '2021 MCHS Sunsmart Policy'

POLICY REVIEW AND APPROVAL

Policy last reviewed	10 August 2021
Approved by	Colin Dobson, Principal
Next scheduled review date	August 2024

