

First Aid Policy

Rationale

First aid is the first assistance and support when a person presents with an obvious or complained-about injury or sudden health status change. All staff have a duty of care to ensure that any potentially life-threatening or long-term health deterioration consequences are identified as accurately as possible and stabilised while professional care is sought.

The First Aid policy will:

- Promote a safe and caring school environment where everyone knows that they will be attended to with due care when their physical or emotional wellbeing is at risk
- Provide first aid, emergency treatment and life support to students, staff and visitors to school
- Ensure that the health and well-being of students assumes the highest of policy priorities.
- Ensure there is a reliable process for first aid available and administered to those who need it
- Maximise the number of staff members who are trained in Level Two First Aid
- Provide professional development training that supports staff in the area of health and first aid
- Provide information and advice to parents related to children's health as appropriate
- Ensure a range of first aid supplies and facilities are readily available to cater for the administering of first aid.

1. Guidelines

1.1 Staffing

- a) A trained member of staff holding a current Level 2 First Aid Certificate will be appointed as the First Aid Coordinator each year
- b) The school will maintain a Register of Staff trained in First Aid
- c) All staff will be inducted with basic first aid management skills
- d) Where possible, first aid should only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence
- e) All staff with a duty of care for students, will be trained to assess and manage an asthma emergency and will complete an Asthma Education session / Emergency Asthma Management (EAM) course at least every three years.
- f) Regular updates related to students with Asthma, Anaphylaxis or other serious medical conditions will be communicated to staff at the beginning of each term and at weekly briefings when appropriate
- g) Ministerial Order 706 requires schools to provide regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction including competently administering an EpiPen/Anapen
- h) General organisational matters relating to first aid will be communicated to staff at the beginning of each term and at weekly briefings or whenever required

- i) Professional development with regard to specific illnesses will be provided to staff on the basis of need
- j) A trained member of staff holding a current Level 2 First Aid Certificate will be on duty each school day during recess and lunchtime.

2. Implementation

2.1 General

- 2.1.1 A dedicated First Aid Room will be available for use at all times
- 2.1.2 Yard duty teachers will carry first aid supplies, information relating to students at high risk, carry a walkie talkie, and wear a fluorescent vest
- 2.1.3 First aid kits including those for Asthma and Anaphylaxis, will be available in the First Aid Room for excursions and camps
- 2.1.4 The First Aid Coordinator will be required to regularly inspect first aid provisions and purchase and maintain first aid supplies in the First Aid Room and each classroom
- 2.1.5 The school will maintain a current register of staff trained in First Aid
- 2.1.6 A First Aid action plan will be displayed in the First Aid Room, staff room and canteen
- 2.1.7 Procedures will be continually monitored and assessed by the First Aid Coordinator in consultation with the Principal and other First Aid trained staff
- 2.1.8 Reminders to parents/carers of the policies and practices used by the school to manage first aid, illnesses and medications will be published in the newsletter throughout the year
- 2.1.9 Students will be monitored in the First Aid room by staff.

2.2 Medical Information

- 2.2.1 Each student and member of staff will have Medical Information stored in the school office, recording emergency contact details and special medical needs
- 2.2.2 A new Medical Information form will be completed at the beginning of each year Parents will be asked to inform the school about any changes to special medical needs, telephone numbers, address or emergency contact details throughout the year
- 2.2.3 A student who has a medical condition or illness will have an individual Management Plan supplied by the parent/carer including the usual medical treatment needed by the student at school or on school activities, the medical treatment and action needed if the student's condition deteriorates, and the name address and telephone numbers for an emergency contact and the student's doctor
- 2.2.4 Information about students with known or severe medical conditions including asthma, epilepsy, diabetes and anaphylaxis will be provided to all staff
- 2.2.5 Named photographs of such children will be displayed in the First Aid Room and Staff Room with details of their conditions and courses of action in an emergency
- 2.2.6 Casual replacement staff will be alerted to those students in the class with special medical needs. A photo of the student together with relevant information will be included in the handbook for casual replacement staff
- 2.2.7 The school will have a back-up adrenaline auto-injector(s) as part of the school first aid kit(s) for students diagnosed with anaphylaxis
- 2.2.8 Information about students with a diagnosed risk of anaphylaxis will be provided to all staff. All staff must know the emergency procedure in the event of an anaphylactic reaction

- 2.2.9 The School will have and maintain at least two asthma emergency first aid kits – one to keep at school and a mobile kit for activities such as excursions and camps
- 2.2.10 All staff must know the emergency procedure in the event of an asthma attack

2.3 Administering First Aid

- 2.3.1 **All staff have authority to call an ambulance (000) immediately** if they assess a situation as a medical emergency. If the situation and time permits, staff may confer with others before deciding on an appropriate course of action
- 2.3.2 Staff will provide immediate treatment for minor injuries only. More serious injuries, including those requiring parents to be notified or possible treatment by a doctor will be referred to a Level 2 First Aid trained staff member for assessment and management
- 2.3.3 The school will contact the parents of all students who receive an injury to their head will subsequently act upon the advice of the parent. In an emergency situation an ambulance will be called first
- 2.3.4 The school may utilise the NURSE ON CALL service in an emergency
- 2.3.5 All injuries and illnesses that occur during class time will be referred to the administration staff who will manage the incident
- 2.3.6 All injuries (other than minor ones) or illnesses that occur during recess or lunch breaks will be referred to the staff member on duty in the First Aid room
- 2.3.7 Trained First Aid staff will adhere to the specific regulations as stated in DET guidelines
- 2.3.8 Staff rendering first aid must take precautions to avoid infection to the injured person or to themselves
- 2.3.9 Staff must use gloves where there is a risk of contamination of body fluids
- 2.3.10 Any students with injuries involving blood must have the wound covered at all times
- 2.3.11 All material contaminated by bodily fluids must be disposed of appropriately.

2.4 Medication

- 2.4.1 No prescription or other medication including tablets for pain relief will be administered to students without the written permission of parents/carers except in the case of an asthma or anaphylaxis attack
- 2.4.2 Students, especially those with a documented asthma management plan will have access to their own reliever medication e.g. Ventolin and a spacer and/or that provided by the school.

2.5 Documentation and Notification

- 2.5.1 All injuries/illnesses that require first aid treatment (other than a band-aid or application of an ice-pack as a **precautionary** measure) are to be documented in the Injuries Register located in the First Aid Room
- 2.5.2 Parents of all children who receive first aid treatment (other than a band-aid or application of an ice-pack as a precautionary measure) will receive a completed illness/injury Parent Notification form indicating the nature of the injury, any treatment given, and the name of the staff member providing the first aid
- 2.5.3 For more serious injuries/illnesses/distress, the parents/carers must be contacted by the First Aid or the Administration staff so that professional medical treatment may be sought
- 2.5.4 In addition to receiving written notification, parents of children who receive injuries to their head will be contacted by phone
- 2.5.5 Injuries to students requiring doctor, dental or hospital treatment will be reported on the DET Accident Notification Form and entered into CASES21

- 2.5.6 All non student incidents which result in an injury will be recorded on EduSafe – The Incident Reporting and Hazard Management System
- 2.5.7 All serious injuries will be reported to the Department's Emergency Management and Security Unit
- 2.5.8 Worksafe Victoria will be notified by phone and a written incident notification will be faxed, as mandated.

3. Resources

- 3.1 School Policies which underpin this policy:
 - a) Anaphylaxis Management Policy
 - b) Asthma Management Policy
 - c) Health Care Needs Policy
 - d) Medication Management Policy
 - e) Student Engagement and Wellbeing Policy
 - f) Student Welfare Policy.

4. Evaluation

- 4.1 The Education Sub Committee and Weeden Heights staff will review the effectiveness of the school's First Aid Policy on a cyclical basis in accordance with DET guidelines and priorities.