

First Aid Policy

1. Background

The school has procedures for supporting student health for students with identified health needs and will provide a basic first aid response to ill or injured students when need arises due to unforeseen circumstances.

2. Purpose

- To administer first aid to students when in need, in a competent and timely manner.
- To communicate students' health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate

3. Guiding Principles

3.1 The College Principal will ensure that the school's health support procedures are communicated to parents/carers.

3.2 Parents /Carers are made aware of the need to obtain Ambulance insurance as an ambulance will be called if required, regardless of the school's ability to contact parents.

3.3 The First Aid Officer/s is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.

Their specific duties include:

- Participating in the risk management process within the school as a member of the school's Occupational Health and Safety (OHS) team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards
 - Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers
 - Maintaining a list of sufficient first aid qualified staff, including their dates for training renewal
 - Coordinating first aid duty rosters and maintaining first aid room and first aid kits
 - Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the school (e.g., cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury
 - Recording all first aid treatment. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given
 - Providing input on first aid requirements for excursions and camps
- 3.4** The First Aid Officer/s will be available at the school during normal working hours and at other times when authorised Department programs are being conducted.
- 3.5** Where possible, only staff with first aid qualifications will provide first aid. However, for minor injuries (such as scratches), or in an emergency, other staff can help within their level of competency.

4. Implementation

4.1 First aid treatment

- A sufficient number of staff (including at least one administration staff member) are to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- Minor injuries only (such as scratches) can be treated by staff members on duty (i.e., teaching and/or on yard duty).
- Any injury or illness that is deemed to be greater than a minor injury or illness will be referred to the level 2 first aid trained staff who will manage the incident. Wherever possible, this will be the First Aid Officer.
- All injuries to the head are to be reported to a member of the Executive Leadership Team immediately to confirm the first aid response and parent contact.
- Any students with injuries involving blood or broken skin must have the wound covered at all times.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with the First Aid Officer and/or first aid trained staff before deciding on an appropriate course of action.
- No medication will be administered to students without the express written permission of parents or carers using the appropriate Medications Administration form. Headache tablets will not be administered by the school.
- Any circumstance where staff become aware of a student being affected by a substance (illicit or prescribed) should be treated as a serious emergency situation and reported to a member of the Executive Leadership Team immediately, to call an ambulance if required.

4.2 Sick bay/First aid room and first aid kits

- A sick bay/first aid room will be available for use at all times.
- Any students in the sick bay/first aid room will be supervised by a staff member at all times.
- A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- The First Aid Officer 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.
- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by students, and any accompanying first aid given.

4.3 Incident reporting

- An incident will be recorded in CASES21 if the following occurs:
 - A student is collected from school by parents/carers as a result of an injury
 - A student is administered treatment by a doctor/hospital or ambulance officer as a result of an injury
 - A student has an injury to the head, face, neck or back
 - Where the treating first aid staff member considers the injury to be greater than minor
- If first aid was administered in a medical emergency, the school will report the incident to the Department's Security Services Unit on 03 9859 6266 and contact the Department's Incident Support and Operations Centre (ISOC) on 1800 126 126.
- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department's Incident Support and Operations Centre (ISOC) on 1800 126 126. If this type of injury, fatality or incident pertains to a staff member, a report must also be logged to WorkSafe on 13 23 60 and on EduSafe Plus.

4.4 School camps and excursions

- All students attending camps or excursions will have provided a signed medical form providing medical details and granting teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are to be taken on camps and excursions, as well as kept at school.
- All students attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting teacher's permission to administer the medications.
- All school camps will have at least one level 2 first aid trained staff member at all times.

- First aid kits will be available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion.

4.5 Parent/Carer communications

- Parents/Carers will be contacted regarding first aid treatment administered to their child. Any injuries to a child's head, face, neck or back must be reported to parents/carers.
- In the event of a student requiring medical attention, an attempt will be made to contact the parents/carers before calling for medical attention except in an emergency.
- Parents of all students who receive first aid will receive a completed form (Appendix A) indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/carers must be contacted by the administration staff so that professional treatment may be organised.
- Parents of ill students will be contacted to take the students home.
- Parents who collect students from school for any reason (other than emergency or the end of the school day) must sign the child out of the school in a register maintained in the school office.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any updated asthma, diabetes and anaphylaxis 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.

4.6 Parent/Carer obligations

- The parents/carers of all students with asthma, diabetes or anaphylaxis are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, hypokits, EpiPens or other medication needed to implement their plan at school.

5. Emergency Telephone Numbers

Poisons Information Service	13 11 26
Ambulance	000
NURSE-ON-CALL	1300 606 024
1800 ASTHMA	1800 278 462
Royal Children's Hospital Anaphylaxis Advisory Line	1300 725 911

6. Evaluation and Review

This policy will be reviewed in four years or as necessitated by changes/developments which may occur through requests by School Council, Parents, Students or Staff within the timeframe stated above.

Date Reviewed	April 2021
Author	PEAR
Approval required	No
Consultation required	No
School Council approved	NA
School Council noted	NA
Mandatory	Yes
VQRA	Yes/No
Responsible for Review	PEAR
Review Date	April 2025
Published	Website/Internal Circulation

Appendix A



First Aid Treatment Form

To be given to parent/carer by student

Student name	
Date	
Time	
Location of injury/ailment	
Nature of injury/ailment	
First aid treatment administered	
Notes	
Name of staff who provided first aid	

If you have any questions, please contact the front office on 9743 3322