



FIRST AID POLICY

Policy Statement

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

Aim

- To administer First Aid to students when in need in a competent and timely manner.
- To communicate a student's health problems to parents/carers when considered necessary.
- To report to the relevant authority as required.
- To provide supplies and facilities to cater for the administering of First Aid.
- To maintain a sufficient number of appropriately trained staff members.

Guidelines/Implementation

The school will:

- determine the number of First Aid trained staff required and the level of First Aid training required;
- ensure that adequately trained staff are available at all times at school and on camps and excursions;
- ensure this policy and First Aid requirements are communicated to staff at the beginning of each year along with revisions of recommended procedures for administering individual medical action plans;
- display a First Aid Summary Sheet detailing the First Aid qualifications of the staff;
- display summary sheets in the office and First Aid Room showing the photos and essential information of students with high medical needs, e.g. Anaphylaxis;
- ensure a First Aid room is available for use at all times along with an appropriate supply of basic First Aid materials stored in the First Aid room and also in mobile kits available for camps/excursions;
- ensure guidelines for management of a First Aid event are maintained, available and known by all staff – refer Appendix A; and
- annually review the school's performance on First Aid to identify performance improvements.

This policy should be read in conjunction with the CNPS Distribution of Medication Policy and the CNPS Anaphylaxis Management Policy, the CNPS Camps Policy and the CNPS Activities Policy.

Links and Appendices

Links connected to this policy are :

DET First Aid Needs

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx>

Appendix A: Guidelines for managing First Aid and related matters

Evaluation

This policy will be reviewed in 2021 or earlier as required.

This policy was ratified by School Council on 6 September 2017.

Appendix A:

Guidelines for managing a First Aid event and related matters

- Management of First Aid resources:
The school is responsible for the purchase and maintenance of First Aid supplies, First Aid kits, cold packs and the general upkeep of the First Aid room.
- Management of First Aid event or illness:
 - Anaphylactic events are managed according to the Anaphylaxis Management Policy.
 - Asthmatic events are managed according to the individual student's Asthma Plan.
 - Any student in the First Aid room will be monitored by the staff member on First Aid duty.
 - All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident.
 - All injuries or illnesses that occur during recess or lunch breaks, will be referred to the staff member on Yard Duty and/or First Aid duty.
 - A record will be kept of all injuries or illnesses experienced by students that require First Aid using Compass.
 - Parents/Carers will be notified via Compass if their child attends the First Aid Room.
 - If deemed necessary, parents/carers will be contacted by phone to inform them of their child's condition, and if required will be asked to collect them.
 - Parents/Carers will be contacted by phone if their child obtains an injury above the shoulders.
 - Minor injuries will be treated by staff members on First Aid duty, while more serious injuries, including those requiring parents/carers to be notified or treatment by a doctor, require a Level 2 First Aid trained member to provide First Aid.
 - Any student who:
 - is collected from school by parents/carers 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, where a level 2 First Aid trained staff member considers the injury to be greater than 'minor' will be reported on DET CASES21 Student Accident/Sickbay program and submitted centrally.
 - For an accident/incident where a student requires medical treatment:
 - by a doctor (e.g. fractures, administration of a drug or medical treatment)
 - immediately as an in-patient in a hospital
 - for a serious injury such as an amputation, a head or eye injury, electric shock, spinal injuries or serious laceration

the Victorian WorkCover Authority must be contacted on 13 23 60 as soon as the school is aware to obtain a Victorian WorkCover Authority Reference Number, then the Online Incident Notification Form must be completed or the hard copy Incident Notification Form completed and faxed to (03) 9641 1091 within 48 hours and Emergency Security Management must be notified as soon as practicable on (03) 9589 6266.
- Parents/Carers who collect a student from school for any reason (other than emergency) must sign the student out of the school using Compass.