



First Aid Policy

(Ratified by School Council: July 2015)

PURPOSE:

To ensure the school meets specific first aid needs for student at school or on approved school activity.

DEFINITION:

First aid involves emergency treatment and support to:

- preserve life through;
 - clearing and maintaining open airways
 - restoring breathing or circulation
 - monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
 - protect a person, particularly if they are unconscious
 - prevent a condition worsening
 - promote recovery.

Note: The goal of first aid is not to diagnose or treat the condition.

GUIDELINES:

Teachers and principals must:

- be familiar with the school's first aid procedures
- observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

The School will work to ensure any foreseen first aid needs are met by providing resources as outlined in the Department of Education and Training's (DET) 'First Aid Risk Assessment Sheet' <http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx>

This includes but is not limited to providing resources such as;

- asthma kits
- first aid room
- major first aid kits
- portable first aid kits

Glen Waverley Primary School will provide:

- first aid facilities
- ensure sufficient staff trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice,

Glen Waverley Primary School will ensure there is always a first aid officer who:

- can assist an injured or ill person
- has current qualifications capable of meeting all of the school's first aid requirements.

STAFF TRAINING:

Staff who practice first aid receive:

- basic first aid training
- training in asthma management
- training for the administration of the EpiPen

Where possible, all members of staff at Glen Waverley Primary School will be trained as First Aid providers, however, in an emergency, other staff may be required to help within their level of competence.

IMPLEMENTATION:

- First Aid shall be administered according to DET guidelines, Level 2 First Aid training and the Occupational Health and Safety Act 2004
- Students will be instructed to report all injuries or sickness to a teacher
- Minor injuries may be treated by the teacher at a classroom level (i.e. small abrasions, cuts or scratches).
- If a student is too ill or badly injured to resume normal class activities, the parents or nominated guardian will be contacted and provided with the opportunity to collect the student from school
- No student should be kept in the first aid room for longer than necessary
- All visits to the first aid room will be documented in the register of injuries/illness by the treating first aider
- In urgent cases an ambulance will be called or 000 dialled for further medical assistance. In this instance the family of the person being treated will also be contacted
- All head injuries must be documented in the register of injuries/illness by the treating first aider, and parent/guardian informed
- Parents or guardians shall be notified of all serious injuries immediately
- The first aid person will report serious injuries to the Principal and these incidents will then be entered into Cases21 by the school's First Aid Officer.
- A first-aid trained teacher is to be nominated as the first aid leader for all activities which take place outside of the school grounds. Sufficient first aid kits and means of communication (eg: mobile phone) are to be taken to all excursions, camps and sports activities.
- The school's First Aid Officer is responsible for maintaining the school's first aid supplies and a registry of these items as per the DET's 'First Aid Contents Checklist'.
<http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx>

EXISTING HEALTH CARE NEEDS:

First aid requirements for students with identified health care needs should be explained in the student's Health Support Plan, Asthma Plan or Anaphylaxis Management Plan. A photo of the student and a description of their health care needs will be distributed to staff, with the consent of parents/guardians.

Any medication which is required to be administered to a student with identified health care needs, as part of the Health Support Plan, is to be signed in to the school via the Main Office and include written instructions of how and when to administer the medication.

RELATED LEGISLATION:

Occupational Health and Safety Act 2004

DET Guidelines

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

First Aid Infection and Control Advice

<http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx>

RELATED POLICIES:

Administration of Medication Policy

Anaphylaxis Policy

Student Engagement and Wellbeing Policy

Program for Students with a Disability Policy

POLICY EVALUATION:

Evaluation will be conducted by Policy Review (Education) Subcommittee.

DUE DATE FOR REVIEW:

Due for review in July 2017.