



## 1. PURPOSE

- To 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.
- To provide first aid, emergency treatment and life support to students, staff and visitors to school.
- To ensure that the health and well-being of students assumes the highest of policy priorities.
- To ensure there is a reliable process for first aid available and administered to those who need it.
- To maximize the number of staff members who are trained in Level Two First Aid.
- To provide professional development training that supports staff in the area of health and first aid.
- To provide information and advice to parents related to children's health as appropriate
- To ensure basic first aid supplies and facilities are readily available to cater for the administering of first aid.

## 2. GUIDELINES

### Staffing

- A trained member of staff holding a current Level 2 First Aid Certificate will be appointed as the First Aid Coordinator each year.
- The school will maintain a Register of Staff trained in First Aid.
- All staff will be inducted with basic first aid management skills.
- The school will provide training annually in the management of anaphylaxis and the use of Epipens.
- All staff will attend an Asthma Education session every three years.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each term and at weekly briefings.
- Professional development with regard to specific illnesses will be provided to staff on the basis of need.
- A trained member of staff holding a current Level 2 First Aid Certificate will be on duty each school day during recess and lunchtime.

## 3. IMPLEMENTATION

### General

- A dedicated First Aid Room will be available for use at all times.
- Yard duty teachers will carry first aid supplies and wear a fluorescent vest.
- First aid kits will be available in the First Aid Room for excursions and camps.
- The First Aid Coordinator will be required to regularly inspect first aid provisions and purchase and maintain first aid supplies.
- The school will maintain a current register of staff trained in First Aid.
- First Aid action plans will be displayed in the First Aid Room and staff room.
- Procedures will be continually monitored and assessed by the First Aid Coordinator in consultation with the Principal and other First Aid trained staff.
- 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.

- Students will be monitored in the First Aid room by a member of staff

### **Medical Information**

- Each student and member of staff will have Medical Information stored in the school office, recording emergency contact details and special medical needs.
- Medical information will be completed when a student enrolls and 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.
- 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.
- Information about students with known or severe medical conditions including asthma, epilepsy, diabetes and anaphylaxis will be provided to all staff.
- 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.
- 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 class roll for casual replacement staff.

### **Administering First Aid**

- All staff have the authority to call an ambulance 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.
- 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.
- The school will contact the parents of all students who have an injury on their head or neck (any areas above the shoulders) and will subsequently act on the advice given by parents. In an emergency situation an ambulance should be caused first.
- All injuries and illnesses that occur during class time will be referred to the administration staff who will manage the incident.
- 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.
- Trained First Aid staff will adhere to the specific regulations as stated in the DET guidelines.
- Staff rendering first aid must take precautions to avoid infection to the injured person or to themselves.
- Staff must use gloves where there is a risk of contamination of body fluids.
- Any children with injuries involving blood must have the wound covered at all times.
- All material contaminated by bodily fluids must be disposed of appropriately.

### **Medication**

- No prescription or other medication including tablets for pain relief will be administered to children without the written permission of parents/carers except in the case of an asthma or anaphylaxis attack.
- 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.

## **Documentation and Notification**

- 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.
- 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.
- For more serious injuries/illnesses/distress, the parents/carers will be contacted by the First Aid or the Administration staff so that professional medical treatment may be sought.
- In addition to receiving written notification, parents of children who receive injuries to their head or neck will be contacted by phone.
- Injuries to students requiring doctor, dental or hospital treatment will be reported on the DET Accident Notification Form and entered into CASES21.
- All non student incidents which result in an injury will be recorded on EduSafe – The Incident Reporting and Hazard Management System.
- All serious injuries will be reported to the Department’s Emergency Management and Security Unit on 9589 6266
- Worksafe Victoria will be notified by phoning 132 360 and a written incident notification will be faxed to 9641 1091 as mandated.

### **School Policies which underpin this policy:**

- Anaphylaxis Management Policy
- Asthma Management Policy
- Care of Arrangements of Ill Students Policy and Procedures
- Medication Management Policy
- Student Engagement and Wellbeing Policy
- Student Welfare Policy

## **4. EVALUATION**

- This policy will be reviewed annually at the conclusion of the school’s camps program, and as part of the school’s four-year review cycle

