



First Aid and Ill Student Care Policy

Purpose:

To guarantee the school meets its responsibility and has in place appropriate procedures, in respect of our “responsibility to provide equitable access to education and respond to diverse student needs, including health care needs”. To protect staff and students from cross infection.

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:

All staff must:

- be familiar with the school’s first aid procedures and 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
- Bunyip Primary School will provide:
 - first aid facilities
 - ensure sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department’s First Aid and Infection Control advice
- Bunyip 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
- Where appropriate communicate children’s health problems at school to parents

Staff Training:

Staff who practise first aid receive:

- training to level 2 first aid certificate
- training in asthma management
- anaphylaxis training
- training for the administration of the EpiPen

Where possible, key members of staff at Bunyip 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, preferably under the guidance of a trained first aider.

Implementation:

First aid

- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room
- A member of staff 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
- 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 Content Checklist'
<http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx>
- No student should be kept in the first aid room for longer than necessary
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff

Camps and excursions

- All school camps will have at least 1 Level 2 first aid trained staff member at all times
- A first-aid trained teacher is to be nominated as the first aid leader for all activities that take place outside of the school grounds
- A comprehensive first aid kit will accompany all camps, along with a mobile phone
All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment
- Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school

Care of sick or injured students

- First Aid shall be administered according to Department of Education and Training (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
- 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
- In urgent cases an ambulance will be called or 000 dialled for further medical assistance

- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action
- All head injuries must be documented in the register of injuries/illness by the treating first aider, and parent/guardian informed
- 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 confidential up-to-date register (kept under lock and key) located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid
- Any children with injuries involving blood must have the wound covered at all times
- **No medication including headache medication will be administered to children without the express written permission of parents or guardians**
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid
- For more serious injuries/illnesses, administration staff must contact the parents/guardians, so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian
- Any student who is collected from school by parents/guardians 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, or where a teacher considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES

Existing Health Care Needs:

- At the commencement of each year, requests for updated first aid information will be sent home including requests for any 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.
- 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 into 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>
- <http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.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

Evaluation:

Ratified by School Council: June 2017

Policy to be reviewed: