



# FIRST AID

## **RATIONALE**

All children and staff members have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid. This policy reflects First Aid practices, references and requirements of the Occupational Health and Safety Management System. It also attends to Compliance Checklist requirements.

## **AIMS**

- To administer first aid to children and staff when needed in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain an adequate number of staff members trained in First Aid, CPR, anaphylaxis and asthma

## **IMPLEMENTATION**

- A minimum of two staff will be trained in a certificated First Aid qualification appropriate for a school setting ( care of students and staff)
- All staff will train
  - annually in CPR
  - bi-annually in asthma treatment,
  - annually in anaphylaxis or twice yearly if students with anaphylaxis are enrolled.
- First Aid Officers
  - Consistent with the Department's First Aid Policy and Procedures, the school will allocate staff member/s as First Aid Officer/s. The names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be posted in the sick bay and staffroom as per OHS requirements.
- First Aid Officer Duties
  - 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 part of the school's 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.
    - 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.
    - Providing input on first aid requirements for excursions and camps.
    - 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.

- All staff can deliver routine First Aid but First Aid Officers will be consulted or sought for serious first aid incidents. In an emergency, other staff may be required to help within their level of competency.
- All staff will be provided with basic first aid skills, including management of blood spills.
- Management and maintenance of the First Aid room will be in accordance with DET OHSMS.
- Safe practices will be on display in the First Aid room.
- Posters of procedures and information will be prominently displayed.
- A supply of protective latex and non latex disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty. More serious injuries will be referred to trained staff wherever possible.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room and maintained by the Principal or Principal's delegate. First aid kits will also be prepared for excursions, sports days and camps.
- All children will have access to Ventolin and a spacer from the first aid room.
- 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 the appropriate course of action.
- No medication, including headache tablets, will be administered to children without specific written permission of parents or guardians. The Medicine Management policy outlines the administration of medicines
- An up-to-date logbook will be kept in the first aid room of all injuries or illnesses experienced by children that require first aid.
- Parents of all children who receive first aid other than for 'minor' injuries will receive a school form indicating the nature of the injury, treatment given, and the name of the teacher providing the first aid.
- More serious injuries/illnesses, including injuries to a child's head, face, neck or back will be reported to parents/guardians personally.
- A DEECD Accident/Injury form LE375 will be completed and entered on CASES21 when a student:
  - is collected from school by parents/guardians as a result of any injury
  - requires treatment by a doctor/hospital or ambulance officer as a result of an injury
  - has an injury to the head, face, neck or back
  - is considered by a teacher to have an injury to be greater than 'minor'
- Parents of ill children will be contacted to take the children home. When parents are unavailable emergency contact persons will be contacted.
- At the commencement of each year, requests for updated first aid information will be sent to parents including Asthma Management Plans and Severe Medical Conditions form. Parents will be reminded of the policies and practices used by the school to manage first aid, illness and medications.
- Recommended procedure for administering asthma medication will be given when timely.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year including details on students at the school who have a Severe Medical Condition.

### **EVALUATION**

- This policy will be reviewed as part of the school's three year review cycle.