

FIRST AID

Rationale

- All injured persons must be provided with immediate and adequate treatment of injury and illness.
- The school's obligations include provision of asthma kits, an EpiPen®/Anapen®, a first aid room, major first aid kits, portable first aid kits and include the management of blood spills and syringe disposal.
- Teachers and Principals 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.
- Schools must ensure there is always a first aid officer who can assist an injured or ill person and has current qualifications covering all the school's first aid requirements.
- School nurses employed by schools must follow the school's first aid policy.

Purpose

- To ensure students' first aid needs are met at school and on approved school activities.
- To ensure the school responds appropriately to emergency medical situations.
- To ensure Newport Gardens Primary School staff observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.
- To ensure the school complies with legislation and DET policy and guidelines

Definitions

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

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, protecting a person, particularly if they are unconscious, preventing a condition worsening and promoting recovery.

Implementation

- The Principal and all staff members have an obligation to be familiar with the school's first aid procedures and will be briefed on general organisational matters at the start of the school year and as part of the induction process for new staff members.
- The Principal will ensure there is always a first aid officer who can assist an injured or ill person and has current qualifications covering all the school's first aid requirements.
- Where possible, first aid will only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.
- The Principal will ensure sufficient staff are trained in first aid under the provisions of the Occupational Health & Safety Act 2004 and the DET's First Aid Policy and maintain a register of trained staff.
- Please refer to the attached OHS Minimum First Aid Facilities schedule.
- Training includes basic first aid knowledge and where required additional first aid modules such as asthma management, administration of the EpiPen or specific training for excursions and other educational programs or activities.
- Training requirements for the school, camps and excursions are assessed according to the potential hazards in the environment and the nature of the activities being undertaken.
- The Principal will ensure relevant staff receive additional training to meet student health needs.
- The Principal will determine who has overall responsibility for the first aid room and its contents.
- Staff members who practise first aid should have their position descriptions updated to reflect this extra responsibility.
- If a student feels unwell or sustains a minor injury, the designated first aid officer will assess the signs and symptoms and act accordingly including declaring the situation a medical emergency.
- In treating a blood spill or open wound the first aid officer will follow the procedures described in the school's Bleeding Students/ Blood Spills Policy.
- In a medical emergency, staff will take action without waiting for the parent/guardian including calling 000.
- Once action has been taken, the parent/guardian or the student's emergency contact and Security Services will be notified.
- Staff providing first aid may assess that an emergency response is not required, but medical advice is needed. In these circumstances, the school will ask the parents/guardians or emergency contact person to collect the student and recommend that advice is sought from a medical practitioner.

Example: This response would apply if a student receives a blow to the head but there are no signs of concussion or the student reports persistent aches and pains.

- The school may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week from any land line in Victoria for the cost of a local call.

- Upon the Principal's discretion and provided alternative supervision for remaining students can be arranged, a staff member may accompany a student transported by emergency services when one or more of the following applies:
 - a parent/guardian or emergency contact person cannot do so
 - the age or development of the student justifies it
 - the student chooses to be accompanied
- On the rare occasion when a school staff member has to transport a student to emergency care (such as when an ambulance is not available), at least two adults should accompany the student to ensure the driver is not distracted and the student can be constantly supervised
- Parents of ill students will be contacted to take children home and must sign the child out in accordance with the school's Collection of Children Policy.
- Parents of all students receiving first aid treatment will receive a form detailing injury and treatment given.
- Please refer also to the school's Duty of Care Policy, the Emergency & Incident Reporting Policy, Health Care Needs Policy and the Bleeding Students/Blood Spills Policy.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update mid November 2014).

This update was ratified by School Council on August 16th 2016

References:

- www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx
- www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx
- www.education.vic.gov.au/school/principals/spag/health/Pages/emergency.aspx

Site Characteristics	Minimum First Aid Requirements	
Less than 50 employees (and students)	1 first aid officer (minimum level 2 trained)	1 first aid kit
50 - 199 employees (and students)	2 first aid officers (minimum level 2 trained)	4 first aid kits
200 - 399 employees (and students)	4 first aid officers (minimum level 2 trained)	6 first aid kits
400 - 599 employees (and students)	6 first aid officers (minimum level 2 trained)	8 first aid kits
600 - 799 employees (and students)	9 first aid officers (minimum level 2 trained)	10 first aid kits and a first aid room with bed and stretcher
800 - 999 employees (and students)	12 first aid officers (minimum level 2 trained)	12 first aid kits (including specific "type of incident" treatment) and a first aid room with bed and stretcher
>1000 employees (and students)	16 first aid officers (minimum level 2 trained)	14 first aid kits (including specific "type of incident" treatment) and a first aid room with bed and stretcher
Where access is limited to medical and ambulance services (e.g. remote workplaces, school field excursions etc)	2 additional first aid officers for every category (minimum level 2 trained)	2 additional first aid kits for every category

