

# First Aid Policy

**Update: 2021**

**Review date: 2024**

## **Rationale:**

All children have the right to feel safe and well, and know that they will be attended with due care when in need of first aid.

## **Aims:**

- To administer first aid to children when in need 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 a sufficient number of staff members trained with a Level 2 first aid certificate.

## **Implementation:**

- A sufficient number of staff to be trained to a Level 2 first aid certificate, and with up-to-date CPR qualifications.
- 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.
- First aid kits will also be available in designated areas in the school.
- Supervision of the first aid room will form part of the daily roster.
- Any children in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time will be referred to administration trained staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the staff member/s on first aid duty.
- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with infection control training, including the management of blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only (such as scratches) will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected of requiring treatment by a doctor will be supported by a level 2 first aid trained staff member where possible.
- Any children with injuries involving blood or broken skin must have the wound covered at all times.
- No medication (including analgesics) will be administered to children without the express written permission of parents or guardians using the appropriate Medications Administration form.
- 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, the parents/guardians must be contacted so that professional treatment may be organised. Any injuries to a child's head, face, neck or back to 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 the treating first aid teacher considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form and entered onto CASES21.
- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and Work Safe on (13 23 60).
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency or the end of the school day) must sign the child out of the school at the school office.
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permits, staff should confer with others before deciding on an appropriate course of action. The principal or designated person in charge to be advised as soon as possible.

**CARING**

**LEARNING**

**ENJOYMENT**

**RESPECT**

- All school camps will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps or excursions, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical details and granting 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 copies kept at school.
- All children attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting staff permission to administer the medications.
- All children with asthma, epilepsy, diabetes, anaphylaxis or other significant medical conditions are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the required, in date medication needed to implement their plan at school.
- A member of staff will 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.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any updated 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.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year.
- It is recommended that families have personal accident insurance and ambulance cover for students as the cost for the ambulance, if called, is not covered by the school.

**Links**

- DET First Aid - <http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>
- DET Medication - <http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>
- [DET Asthma](#)
- [DET Anaphylaxis](#)
- [DET Complex Medical Care Support](#)
- [DET Duty of Care](#)
- [DET Medical Emergencies](#)
- [DET First Aid Needs](#)
- [DET Health Care Needs](#)
- [DET Health Support Planning Forms](#)
- [DET Treating Asthma Attacks](#)
- [DET Medication Administration Log](#)
- [DET Medication Authority Form](#)
- [Asthma Foundation](#)

**Evaluation**

This policy will be reviewed as part of the school policy review cycle or if required due to circumstances such as changes in DET policies or legislation.