



INTEGRITY. INITIATIVE. RESPECT.
GLOBAL EMPATHY.

Glen Waverley Primary School

Established 1960

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First Aid Policy

(Ratified by School Council: August 2023)

PURPOSE:

To ensure the school meets specific first aid needs for students at school or on an approved school activity.

DEFINITION:

First aid involves emergency treatment and support to preserve life through:

- Danger – ensuring the area is safe.
- Response – checking for a verbal or physical response.
- Send for help – calling triple zero (000) for an ambulance.
- Airway – making sure the airway is clear.
- Breathing – checking for breathing. If normal breathing, place in the recovery position. If there is no response, start CPR.
- CPR- conducting thirty chest compressions for every two breaths
- Defibrillator – applying an automated external defibrillator (AED) to patients who are unconscious.

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

GUIDELINES:

All staff members;

- be familiar with the school's first aid procedures
- provide 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 (DE) 'First Aid Risk Assessment Template' <https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/resources>

This includes but is not limited to providing resources such as:

- asthma kits
- Diabetes Hypo Kits
- first aid room
- major first aid kits
- portable first aid kits
- adrenaline auto-injector

- defibrillator
- seizure management kits

Glen Waverley Primary School will provide first aid facilities to ensure sufficient staff trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice.

Glen Waverley Primary School will ensure there is always a School Nurse who:

- can assist an injured or ill person
- has current qualifications capable of meeting all of the school's first aid requirements.

STAFF TRAINING:

Staff at Glen Waverley Primary School receive the following training:

- First Aid
- Cardiopulmonary Resuscitation
- Provide Basic Life Support
- Management of Asthma
- Risks and Emergencies in the Workplace
- ASCIA Anaphylaxis
- Verification of the Safe Use of an Epipen and Anapen

Where possible, all members of staff at Glen Waverley 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.

IMPLEMENTATION:

- First Aider refers to Nurse or qualified staff member on duty
- First Aid shall be administered according to DE guidelines, First Aid training guidelines and the Occupational Health and Safety Act 2004.
- Students will be instructed to report all injuries or sickness to a teacher.
- Minor injuries may be treated by the teacher at a classroom level (i.e. small abrasions, cuts or scratches).
- All students who receive first aid will be documented in EduSafe by the treating first aider.
- Parents/guardians will be notified of all serious illness and injury and provided with the opportunity to collect their child from school.
- Serious injury or illness that requires further medical assistance will be reported to the Principal and parent/guardian. Consent to call an ambulance will be obtained from the parent/guardian. Where a parent/guardian are unavailable or uncontactable, the Principal or nominee will authorise ambulance attendance.
- All head injuries must be documented in the register of injuries/illness by the treating first aider, and parent/guardian informed by phone and documented in eduSafe
- A first aid trained teacher is to be nominated as the first aid leader for all activities which take place outside of the school grounds. Sufficient first aid kits and means of communication (e.g.: mobile phone) are to be taken to all excursions, camps and sports activities

The school's nurse is responsible for maintaining the school's first aid supplies and a registry of these items as per the DEs 'First Aid Contents Checklist'.

<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/inspection-and-review-first-aid-facilities>

EXISTING HEALTH CARE NEEDS:

First aid requirements for students with identified health care needs should be explained in an Authorisation of Medication Administration letter, 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, must be documented in a Medication Authority form, detailing written instructions of how and when to administer the medication.

RELATED LEGISLATION:

Occupational Health and Safety Act 2004

DE Guidelines

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.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

Program for Students with a Disability Policy

Diabetes Policy

Management of Food and Allergy Policy

POLICY EVALUATION:

Evaluation will be conducted yearly by Policy Review (Education) Subcommittee.

DUE DATE FOR REVIEW:

Due for review in August 2024