



# First Aid Policy

*(Ratified by School Council: August 2021)*

## **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 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
- adrenaline auto-injector

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 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.

### **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

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 Aid shall be administered according to 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.
- 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 Cases21 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 and documented in Cases21. A notice to parent/guardian will also be provided.
- 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 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 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

DET 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

### **POLICY EVALUATION:**

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

### **DUE DATE FOR REVIEW:**

Due for review in July 2022.

