

FIRST AID POLICY

Rationale:

Extract from EEPS Privacy Policy:

The purposes for which the school uses personal information of students and parents include:

- *looking after students' educational, social and health needs*
- *keeping staff informed of student health management plans including the display of plans in appropriate areas*
- *satisfying the school's legal obligations; and*
- *allowing the school to discharge its duty of care.*

“Under the provisions of the Occupational Health and Safety Act 2004 and the Department of Education and Training duty of care obligation to students, EEPS, representing the Department, is responsible for providing first aid facilities and sufficient staff trained to an appropriate level of competency in first aid”.

- ❖ All students 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 or when feeling unwell.
- ❖ First aid is defined as the initial care of the ill or injured.
- ❖ First aid is for employees, students and visitors who suffer injury or illness while at work/school.
- ❖ School staff including first aid staff are not health professionals nor are they expected to take on this professional role. They are not expected to diagnose or medically treat illness. This can only be done by a medical practitioner.
- ❖ 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 an appropriate course of action.
- ❖ Provide adequately resourced first aid room and first aid kits to enable the timely provision of first aid consistent with the DET first aid policy as described in the *School Policy and Advisory Guide*.

Aims:

- To comply with Workplace legislation on the number of staff with appropriate first aid qualifications.
- To administer first aid to students and staff when in need in a competent and timely manner.
- To communicate a student's health problems to parents when considered necessary.
- To provide basic supplies and facilities to cater for the administering of first aid in the school and on excursions and camps.
- To act with the best interests and the safety of staff and students in mind.
- To maintain individuals' right to privacy and respect consistent with our privacy policy and school values.

Implementation:

- The school employs a first aid officer to provide first aid assistance from 10.00 am to 3.30 pm. At all other times students will be referred to the office where a first aid qualified office staff member will undertake the first aid role.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in an accessible cupboard in the first aid room.
- An up to date log book located in the first aid room will be kept of all injuries or illnesses experienced by students / staff / visitors who require first aid.
- Student records will be accessible to facilitate appropriate contact with parents/guardians.
- Supervision of the first aid room will form part of the first aid officer's role. Any students in first aid will be monitored by the first aid officer or an office staff member.
- The first aid officer/s is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- The school provides basic first aid facilities and first aid kits for excursions, sport and camps.
- Staff must be aware of taking reasonable care with regard to their own personal safety in carrying out first aid. A supply of protective disposable gloves is provided for staff to use when body fluids are involved.
- Basic first aid kits will be carried by staff whilst on yard duty.
- Parents who collect students from school for any reason (other than emergency) must sign the student out of the school in a register maintained in the school office.
- General organisational matters relating to first aid will be available to staff on the intranet. Staff will be reminded to access this information.
- Reminders of the policies and practices used by the school to manage first aid, illnesses and medications will be included in the newsletter during the year.
- Basic emergency procedures / principles will be explained to all staff during the school year.
- The school will develop appropriate management procedures and strategies for specific medical conditions as required.

Health Management:

- At the commencement of each year, requests for updated first aid information will be sent home including requests for any health management plans. (esp. asthma, anaphylaxis)
- All health management plans will be displayed in the first aid and staff room and included in the CRT folder and in individual teachers' folders. All specialist teachers will have a copy of student alerts and health management plans.
- Parents of students who have ongoing medical conditions are expected to inform the classroom teacher, First Aid officer, a member of the office staff and Outside School Hours Coordinator in the response to the medical condition and to keep these staff updated.
- When the classroom teacher is absent the CRT will be informed of any students who have ongoing medical conditions and told to refer them to the First Aid room if a medical response is required. A photo of these students with the necessary medical management plan will be displayed in the First Aid and staff room, included in yard duty bags and CRT folders
- Regular administration of medication to a student requires a student medical action plan to be completed, signed and dated by the relevant medical practitioner. A student medication request form is available from the first aid room, the office and the school website official forms section.
- No medications will be administered to students unless it is for specific conditions that have been discussed with parents and appropriate written authority (as set out above) is provided.

Injury / Illness:

- Minor injuries only will be treated by staff members on duty.
- For serious injuries/illnesses, or conditions which require full supervision, the parents/guardians must be contacted by the first aid officer or office staff so that professional treatment may be organised. Any injuries to a student's head, face, groin, neck or back must be reported to

parents/guardian. Parents will be notified of injuries/illnesses which are deemed more than minor but not requiring professional treatment. The school uses a pro-forma 'First Aid Report' for this purpose.

- 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 the first aider considers the injury to be greater than "minor" will be reported to DET using the Accident/Injury notification processes in CASES.
- Parents of ill students will be contacted to take the students home or for appropriate medical assessment.
- Students with injuries involving bleeding must have the wound covered at all times.

Excursions and camps:

- All school camps will have at least one HLTF301C first aid trained adult at all times.
- A comprehensive first aid kit will accompany all excursions and camps.
- All students attending camps or excursions will have provided a signed medical form (electronic or hard copy) providing medical detail and giving 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 as well as kept at school. Authority to administer medication forms, signed by the parent/guardian must be completed and accompany all medications required on camp.

Evaluation:

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

Revision dates	Version number	Summary of changes
April 2015	0.1	Change DEECD to DET