

FIRST AID POLICY

2017



Rationale:

- To ensure the delivery of a quality First Aid service to cater for the needs of the School in keeping with duty of care as required by the DET.

Aims:

- To provide first aid treatment and comfort to injured or ill students, within the limits of the first aid persons training and maintaining duty of care in keeping in line with Victorian Government Schools Reference Guide 4.5, Student Health.
- To assess whether additional treatment may be required and make appropriate arrangements with or on behalf of parents / others for same, as appropriate.

Implementation:

- First Aid Co-ordinator is to ensure the First Aid room is adequately stocked and that sick bay area is kept clean.
- First Aid procedures are to be followed according to the Reference Guide Sect 4.5 and DET First Aid Policy, keeping within the First Aiders level of competency and training. These guidelines will be easily accessible in the First Aid room.
- Students will have access to first aid treatment from 8.30am-3.40pm.
- ESS staff with First Aid Level 2 training will be available when the Co-ordinator is not on duty. These staff will be easily identified and appropriate number ratio per total population in keeping with the DET First Aid Policy: Appendix A, which is attached.
- Parents have the responsibility to provide current contact phone numbers (both home and emergency), details of allergies and major illnesses to the school. They will be required to sign authority forms for all excursions and camps, giving teachers the right to take necessary steps to seek aid for the ill or injured. Parents have the responsibility not to send a child to school with an existing medical condition or illness that requires immediate first aid unless prior agreement has been reached with the College.
- A student list including medical history and known allergies will be accessible in the First Aid room. Basic information of existing medical conditions / allergies to be communicated to staff, as appropriate. eg. prior to school camps.
- All first aid treatment will be recorded in the First Aid folder. Recurrent visits will result in parents being notified.
- If a student is seriously injured, staff will attempt to contact parents or emergency contact. Where this is not possible, staff will be expected to make a decision as to action to be taken (such as calling an ambulance with cost borne by the parent). This is done in accordance with the duty of care. For all serious accidents and injuries where a parent was contacted, an Injury Report is to be completed by the attending First Aider and a Cases 21 data entry made by the office staff.
- Any evidence of maltreatment or abuse is to be reported to the Principal/Assistant Principal in keeping with duty of care.
- Parents of students who require regular medication, after consultation with the School must complete a written management plan, authorising use and giving clear indications and provide a current supply of medication (in original packaging- clearly showing name, dosage and expiry date). It will be kept in a locked cupboard in First Aid Office.
- Analgesics will only be given with the permission of parents/guardians and intake monitored closely for any abuse. Alternatives are to be offered first. See section 4.5.2.2. in Reference Guide.
- Portable First Aid back packs will be available and maintained by the Co-ordinator for all excursions and out-of-school grounds activities, as recommended by DET.

The following are covered in the **Victorian Government Schools : Reference Guide -**, which should be consulted for specific information and advice.

Children with Chronic Illness-

- | | |
|-----------------|---|
| - epilepsy | Sect. 4.5.3 |
| - thalassaemia | Sect. 4.5.4 |
| - haemophiliacs | Sect. 4.5.5 |
| - diabetes | Sect. 4.5.6 |
| - asthma | Sect. 4.5.7 (Also see LHC Asthma Management |

Guidelines - Appendix B)

Infectious Diseases-	Sect. 4.5.8
Blood Bourne Viruses	Sect. 4.5.9
Blood Spills-	Sect. 4.5.9.7
Anaphylaxis Condition	Sect. 4.5.15

Resources:

- College Council will ensure adequate financial resources for first aid supplies and to maintain appropriate number of qualified Level 2 First Aiders.

Evaluation:

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

APPENDIX A

INTRODUCTION

DET First Aid policy has been developed in order to meet the requirements of the *Occupational Health and Safety Act 1985*, outlined in the Code of Practice – First Aid in the Workplace 1995, and to ensure that students are provided with an awareness of safety issues and first aid skills as part of their personal development.

ESTABLISHING THE NUMBER OF FIRST AIDERS REQUIRED

Principals and Managers should aim to provide a minimum number of First Aiders trained to a competent level according to the following table for the total staff and student population.

TOTAL POPULATION (Staff and Students)	NUMBER OF FIRST AIDERS
<74	1
75-200	2
201-350	3
351-550	4
551-800	5
801-1100	6
>1100	7

Formula adapted from:

- i. the Workplace Code of Practice, Sec. 6
- ii. total student enrolment February 1989 (Source: Ministry Statistics and Research Section)
- iii. school based personnel on Genius (EFT) 31 December 1989 (Source: Budget Coordination RMD)

APPENDIX B

Nws2/first aid/asthma management guidelines

ASTHMA MANAGEMENT GUIDELINES

At LHC Asthma Management is conducted in accordance with the DET, Victorian Government Schools Reference Guide.

1. ASTHMA REGISTER

Students suffering from Asthma are identified via the College's enrolment form. Parents/Guardians of all identified students are requested to complete an Asthma Register Form in consultation with the student's doctor and updated annually. These are reviewed and compiled to form the Asthma Register, which is easily accessible in the First Aid room.

2. MEDICATION

Students are encouraged to carry their own inhaler medication ('puffers') and parents / guardians are responsible for ensuring their children have an adequate supply of the appropriate medication. The First Aid Room, PE Staffroom, Technology and each portable (backpack type) First Aid kit will have a supply of bronchodilator inhaler and a spacer delivery device for emergencies.

3. PUMPS

LHC in keeping with the DET Reference Guide, DETs not have its own nebuliser pump. If a student requires the use of a nebuliser pump as part of their management plan, then a **prior** asthma management plan needs to be negotiated and agreed to by all parties. (See Reference Guide Section 4.5.7.3).

4. EMERGENCY CARE

The College will always maintain its duty of care for its students. In an emergency situation the College's First Aiders will follow the Reference Guide which is clearly displayed in the First Aid room and in each First Aid kit. This emergency treatment DETs not include the use of a nebuliser pump unless a prior agreed management plan is in place.