

# FIRST AID POLICY

## PURPOSE:

As part of the duty of care to students, teachers are required to administer first-aid when necessary within the limits of their skill, expertise and training. It should be noted that a teacher's duty is greater than that of the ordinary citizen in that a teacher is obliged to assist an injured student, while the ordinary citizen may choose to do nothing.

In the case of serious injury or illness, neither the Principal nor the teacher is required to diagnose or treat the condition apart from carrying out the appropriate first-aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioner in attendance.

The First aid room at both campuses is equipped to deal with minor first aid incidents that may occur at the school. The school's first aid room has been equipped in accordance with Victorian Government School's Reference Guide recommendations and contains regularly maintained first aid kits containing the recommended first aid supplies.

In accordance with Department of Education's regulations, every endeavor will be made to have a number of staff trained with current qualifications in Level 2 first aid. The person appointed to the role of First Aid Officer must hold a current Level 2 first aid qualification (as a minimum).

## GOALS:

The purpose of the Tarneit P-9 First Aid policy is to ensure that student health and safety whilst at school and on school related activities is given the highest priority. The policy clearly outlines the procedures to be followed when a health issue arises.

## GUIDELINES:

The following procedures should be followed when students are injured at school.

### **Injury/sickness during class time:**

1. The teacher in charge of the class will assess the nature of the injury. If it is only minor (ie. small cut, graze etc.), it will be treated using the classroom's first aid kit. The teacher will monitor the situation in the classroom/teaching space.
2. If it is more serious (ie. bleeding) or where the teacher feels their knowledge to be inadequate, the student will be brought to the school office by a suitable monitor. (Ensure that the student doesn't go

straight to the first aid room.) The teacher will contact the office to inform them a student is on their way and the nature of the injury/illness. If the injury is of a serious nature (and the student can be moved) the teacher will accompany the student to the office. Arrangements for the teacher in the adjacent classroom to supervise the students will be made. If uncertain, the teacher will contact the office for assistance.

3. The student will be treated appropriately and either returned to the classroom or sent home. In severe cases of illness or injury or with cases which cause concern, the child's parents will be contacted. If the parent(s) are unable to be contacted, the school will contact the emergency contact as provided by the parents. If this is unsuccessful, or in exceptional circumstances, the Principal will make the decision on the course of action to be taken.
4. If the student is sent home an early dismissal form will be issued to the person collecting them for completion.

#### **Injury/sickness during recess/lunchtime:**

1. All students ill or injured at a break from classes must first see one of the teachers on duty. If it is only minor (ie. small cut, graze etc.), the teacher will treat with supplies from the first aid bag carried whilst on duty. If the injury/illness is more serious (ie. bleeding) the teacher on duty will issue the student with a first aid note.
2. The student will take the note to the office before being taken to the sick bay where they will be treated by the on duty First Aid Officer. The first aid duty officer will arrange suitable treatment.
3. If the injury is more serious, the yard duty teacher will contact the office by mobile phone. This is done by the teacher sending another student to the office requesting first aid help in the yard or by mobile phone.

Where possible we do not wish to keep ill or more seriously injured students at school. The first aid room will not be used as a rest area for sick students as this can often result in a large number of students in the sick bay at the same time.

#### **EXCURSIONS/CAMPS:**

In planning for the excursion/camp the teacher in charge will ensure that necessary details are obtained on the student's medical needs (ie. medication required to be administered; asthma; medical conditions).

#### **Excursions:**

The note sent to parents must ask whether their child requires medication to be administered whilst on the excursion and/or whether their child suffers from asthma or another medical condition.

If the parent indicates this, the teacher in charge of the excursion must ensure that the following forms have been completed and are filed at the school. The teacher in charge will also check with the First Aid Officer to

ascertain if the appropriate forms are already on file at the school. If not (i.e. in the case of short term medication or a new notification regarding asthma or a medical condition) the appropriate form will be sent to the parent for completion.

- School Medication Permission Form
- School Medical Condition Form
- Asthma Action Plan

Prior to the excursion, the teacher in charge will liaise with the school's First Aid Officer to ensure the medication the student is required to take whilst on the excursion is available.

### **Camps:**

1. In gathering information on the student's medical requirements for camp the following three forms **must** be issued to all parents of students participating:

- Confidential Medical Information (DEECD form)
- School Medication Permission form
- School Medical Permission form

2. The camp/excursion leader will designate a participating staff member(s) to collect, store and administer medication. This person/people will also be responsible for the medication, medical forms and the first aid kit. Parents must provide all medication in clearly named containers and hand these to the nominated staff member(s).

3. When an injury occurs the attending teachers will decide on the appropriate first aid treatment.

*NOTE: In the case of a serious accident/illness or where the teacher is unsure of the extent of the illness/injury, the teacher will call for an ambulance immediately on "000". Once the safety of the student has been ensured, the teacher will contact the school to advise them of the action taken. For other cases the following procedure applies.*

### **Camps:**

In cases of illness or injury (except as detailed above), the child's parents will be contacted. If the parent(s) are unable to be contacted, the teacher will contact the emergency contact as provided by the parents. If this is unsuccessful, or in exceptional circumstances, the teacher in charge will make the decision on the course of action to be taken. The teacher in charge of the event will contact the school Principal as soon as possible.

### **Excursions:**

In cases of illness or injury (except as detailed above), the school will be immediately contacted. The school will contact the parents. If the parent(s) are unable to be contacted, the school will contact the

emergency contact as provided by the parents. If this is unsuccessful, or in exceptional circumstances, the Principal will make the decision on the course of action to be taken.

4. Relevant medical records and documentation must be maintained at all times – (See section below).

### **RECORDING OF FIRST AID TREATMENT:**

#### **School:**

1. All incidents requiring first aid and treated in the school first aid room will be recorded in the first aid record book. Each student will be issued with a first aid treatment slip outlining the nature of the illness/injury and the treatment given.
2. In cases of serious injury or injuries of concern, the Department of Education Injury Report Form\* will be filled out by the First Aid Officer in conjunction with the appropriate staff member and given to the Principal. The First Aid Officer is responsible for ensuring that all necessary data is entered into CASES21.

#### **Camps/Excursions:**

1. All incidents requiring first aid treatment on a camp/excursion will be recorded on first aid record sheets (available from the first aid room). Each student will be issued with a first aid treatment slip outlining the nature of the illness/injury and the treatment given.
2. On returning to the school these records will be given to the First Aid Officer for ensuring they are entered into CASES21. More serious incidents will have a Department of Education Injury Report Form\* filled out by the First Aid Officer in conjunction with the appropriate staff member and given to the principal.

#### **Miscellaneous:**

In the case of any media attending the school because of an illness/accident only the school Principal or their nominee will be permitted to make comment

#### **First Aid Officers:**

Consistent with the provisions of the *Occupational Health & Safety Act 2004* and the DEECD's First Aid and Infection Control advice, Baden Powell College will allocate staff member/s as designated First Aid Officer/s and ensure there is always a First Aid Officer who:

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

A register of the names and details of First Aid Officers, including their level of First Aid with First Aid and CPR expiry dates, will be maintained by the principal and stored in the school's secure central file (or as appropriate).

The minimum qualification is a statement of attainment for HLTAID003

Provide First Aid (formerly known as Senior First Aid, Level 2).

However, in an emergency other staff may be required to help within their level of competence.

The First Aid Officer/s are required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.

In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians before calling for medical attention except in an extreme emergency.

In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school.

It is the policy of the school that all injuries to the head are reported the First Aid Officer in charge of first aid and that parents/emergency contacts are contacted regarding the injury.

Portable First Aid kits will be available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion.

Portable First Aid kits will be available for staff on yard duty. These kits will contain:

- a pair of single use plastic gloves
- gauze and band-aids
- record book & pen
- First Aid passes

### **First Aid Room**

Baden Powell College will maintain facilities to allow provision of basic First Aid care as well as First Aid treatment such as minor cuts, scratches, bruising and for bodily injury.

The First Aid room (or sick bay) allows for short-term supervision and the ability to summon further assistance if required.

The level of supervision required in the first aid room varies depending on the case. For example, supervision:

- should be required for a student who has had a blow to the head and is feeling dizzy
- may not be required for a student with a slight headache, who needs a lie down.

In the event of visiting health care professionals, such as nurses, physiotherapists, etc, Baden Powell College will ensure a facility is available for provision of the health service.

### **First Aid Kits**

A range of first aid kits will be available in the first aid area and will include the following:

- Standard First Aid Kits for schools
- Excursion Kit
- Yard Duty Kit
- Blood/Body Fluid Spill Kit
- Asthma Kit

## **8. Emergency Telephone Numbers**

All emergency telephone numbers are clearly displayed in the first aid area.

## **9. Related School Policies**

This policy should be read and understood (but not limited to) in conjunction with the following school policies:

- Supervision and Duty of Care Policy
- Excursions and Camps Policy
- Medical Conditions and Medication Policy (including consent forms)
- Anaphylaxis management Policy
- Asthma Management Policy
- New Staff Induction Policy

## **10. Links**

- School Policy & Advisory Guide – [First Aid](#)
- School Policy & Advisory Guide – [First Aid Needs](#)
- School Policy & Advisory Guide – [First Aid Rooms](#)
- School Policy & Advisory Guide – [Asthma](#)
- School Policy & Advisory Guide – [Anaphylaxis](#)
- School Policy & Advisory Guide – [Major First Aid Kits](#)
- School Policy & Advisory Guide – [Portable First Aid Kits](#)
- School Policy & Advisory Guide – [Asthma Kits](#)
- School Policy & Advisory Guide – [Blood Spills and Bleeding Students](#)
- School Policy & Advisory Guide – [Syringe Disposals and Injuries](#)
- DEECD [First Aid and Infection Control](#)

<b>EVALUATION:</b>
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The first aid policy will be evaluated and revised by the Principal and First Aid Officer in 2015 as part of the College's two year review cycle, individually, in teams and with the community or after a major issue requiring first aid treatment. The Principal and First Aid Officer will liaise widely to ensure that all key stakeholders have input into this evaluation.