

PURPOSE

- To assist in identifying and responding to the First Aid and Healthcare needs of all students.

POLICY GUIDELINES

- According to DEECD's duty of care obligation to students (4.6 1.2 and 6.1) schools are required to ensure that students feel safe and supported at school. This includes supporting and responding to the healthcare and first aid needs of students;
- It is the schools responsibility to care for the health and welfare of all students in the school, ensuring that basic First Aid is administered and organised as required in Government Schools Reference Guide;
- The school will ensure that appropriate first aid materials and facilities are provided and that all relevant records are kept including an injury register;
- The school will ensure that provisions are made for a suitable number of teachers to obtain and update every 3 years their First Aid Level 2 training which also includes a yearly update of their CPR training and twice yearly anaphylaxis updates.
- Staff will also be trained in the use of a defibrillator;
- The school will ensure that the correct number of Level 2 First Aid trained staff are at the school during school hours, attend school camps and excursions away from the school;
- Staff have a duty of care to students and are required to administer first aid when necessary within the limits of their skill, expertise and training;
- Staff who provide first aid are expected to:
 - Use reasonable care in assessing priorities of the situation in accordance with their training and take steps to call for medical assistance where necessary;
 - Keep injured party stabilised until professional medical help is available;
 - Follow the school's protocols in emergency situation; and
 - Not act beyond their capacity or knowledge.

Documents supporting this policy:

- DEECD First Aid and Infection Control Procedure No. DEE DHU-27-1-1;
- Victorian Government Schools Reference Guide. 4.5 – Student Health;
- Occupational Health and Safety Regulations 2007;

POLICY IMPLEMENTATION

- First Aid materials shall be provided for use in the First Aid room and basic belt ('bum bag') kits for yard duty. Portable kits / backpacks are to be taken on camps and excursions; these include asthma/anaphylaxis treatment equipment;
- A designated staff member will be responsible for the organisation and maintenance of first aid materials and the management of the appropriate budget area;
- Details and a photo of students with life threatening and/or severe illnesses, allergic reactions and/or conditions will be displayed in the sick bay, staff room and in the student's classroom. Names and photos of these students will be attached to the First Aid Yard Duty Folders;
- The school will ensure that a comprehensive medical/contact form is updated annually for all students by their parent / guardian;
- All Casual Relief Teachers (CRT's) are to be made aware of the needs of these specified students.
- A minimum of one Level 2 trained staff member shall be at the school during school hours, on school camps and on excursions away from school;
- Serious injuries that require further medical attention will be recorded on CASES and details sent to DEECD and Work Safe;
- In the event of, or perceived event of a cardiac episode, a staff member who has been trained in the use of the external defibrillator may attach the device to assess the cardiac rhythm;

- Details of all injuries and treatments/action taken will be recorded in the First Aid register kept in the first aid room by the staff member who is on First Aid. Duty;
- Teachers are expected to be familiar with the conditions, requirements and appropriate action to instigate in an emergency for all students with life threatening and or severe illnesses, allergic reactions and/or conditions;
- All staff are required to administer minor first aid whenever needed. More serious injuries shall be reported to a qualified staff member;
- Where there is concern of uncertainty as to appropriate treatment, a qualified first aid staff member will be consulted;
- Teachers are expected to wear/carry basic belt ('bum bag') kits while on yard duty;
- Class teachers should seek parent assistance if a student is regularly or frequently reporting as unwell;
- An adult must administer First Aid; students are not to have access to the First Aid materials;
- If a student is returned to class after treatment of an injury or illness the class teacher must be notified and requested to monitor the student's behaviour / condition;
- In the case of illness or injury, the school will attempt to contact the student's parents or guardian and/or the student's medical officer and/or an ambulance as deemed appropriate;
- In cases of severe or extreme injury the child is not to be moved. A qualified First Aid person will determine appropriate action to be taken;
- If a student is unwell then the parent will be contacted as home is the appropriate place for the student to be. If the parent is not contactable a staff member will endeavour to contact the emergency contact person nominated. The student will be made comfortable in the First Aid room and monitored regularly while office staff continue to endeavour to establish parent contact;
- Time spent in the First Aid room should be minimal; and
- All injuries which require further medical follow up including injuries to the head, eyes and teeth will be reported to the Principal or Assistant Principal.

Injuries to the head (Including dental and eyes) :

- All injuries to the head must be reported immediately to the First Aid Officer and to the parents by phone.
- The parent and First Aid officer in consultation should make the decision as to whether the child can remain at school or should be taken home for monitoring or to the doctor/hospital.
- No child must be left unattended in the First Aid room following an injury to the head.
- A head injury information sheet will be given to parents when their child has sustained a head injury.

Asthma Management

- As part of the Asthma Friendly Schools' criteria Kew East Primary school adopts the Victorian School's Asthma Policy. Please refer to this policy.

Anaphylaxis Management:

- Please refer to the Anaphylaxis Policy.

Evaluation

- The First Aid Policy will be reviewed by the Student's Wellbeing Team on a cyclical basis in accordance with the School Council Policy review schedule or as required.