First Aid Policy

BACKGROUND
It is a part of the teacher’s duty of care to provide first aid to students in need. All schools therefore must have sufficiently trained staff at various levels of first aid competency. This should include a trained staff member competent in the practice of Cardio Pulmonary Resuscitation (CPR). First aid courses must meet the Victorian Government’s Health and Safety ‘Code of Practice in First Aid’. See WorkSafe and Victorian Government Schools Reference Guide 4.5.

Schools are encouraged to offer First Aid training to all teachers and ensure that teachers are aware of the limits to the aid that they may provide. First Aid training should include a first aid response to anaphylaxis in accordance with the requirements of the Children’s Services and Education Legislation Amendment (Anaphylaxis Management) Act 2007 (Vic.) (see Anaphylaxis).

A teacher has a positive or pro-active (duty of care) to protect a student from reasonably foreseeable harm while the teacher is on duty. At all times when administering first aid, it should be done within the limits of competency and skills and with reasonable care. When there is a serious injury or illness, the teacher and principal are obliged to carry out appropriate first aid but not diagnose or treat the person. This is the competency of medical practitioners or medical emergency personnel.

First aid kits should contain items recommended in the Victorian Government Schools Reference Guide 4.5.7.4.1.1 and should be appropriately marked and be readily accessible in all parts of the school. The kits should be regularly inspected and kept adequately stocked.

One member of staff should be allocated responsibility for the overall organisation of all first aid, sick-bay supervision and the maintenance of the first aid kit/cupboard, see Victorian Government Schools Reference Guide 4.5.7.4.2.

First aid kits should also be available for all groups that leave the school on excursions. When students are in the first aid room/sick bay they should be supervised at all times. Parents/guardians need to be informed as soon as possible if there is an emergency concerning their child and should be informed of any first aid treatment dispensed.

A register should be kept listing the name of student, type of first aid treatment and medication (e.g. grazed forearm – bandaid), date, time and name of staff:

<table>
<thead>
<tr>
<th>Date</th>
<th>Student’s Name</th>
<th>First Aid Treatment</th>
<th>Type of Injury</th>
<th>Provider</th>
</tr>
</thead>
</table>

This register should be reviewed periodically by the principal and first aid coordinator and/or risk management coordinator to ascertain if there is a frequency of use of particular services or if a hazard is causing persistent injuries, in which case immediate steps should be taken to warn students, staff, parents and visitors to the school ground to prevent further injuries, e.g. to fence off an area of the school where there is a large hole.

When a serious accident occurs, the principal is to contact and report the matter to the relevant officer in the diocesan office and the school’s insurers as soon as possible.

The relevant Catholic Education Office is able to advise schools of any building or facility matter which may become a health and safety issue. The school is responsible to take appropriate action to protect the health and safety of all who use the facilities.

Section 149 of the Occupational Health and Safety Act 2004 (Vic.) makes provision for the publication of compliance codes. Refer to First Aid in the Workplace (Compliance Code Edition 1, September 2008) available on the website of the Victorian WorkCover Authority.

RATIONALE

All children 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.
AIMS

• To administer First Aid to a child when in need, in a competent and timely manner.
• To communicate children's health problems to parents when considered necessary.
• To provide supplies and facilities to cater for the administering of First Aid.
• To maintain a sufficient number of staff members trained with a Level 2 First Aid certificate.
• To ensure that the school fulfils its duty of care and legal obligations regarding the implementation and application of first aid and relevant documentation.

IMPLEMENTATION

• A sufficient number of staff (including at least 1 administration staff member) to be trained to a Level 2 First Aid certificate, and with up-to-date CPR qualifications.
• A First Aid room will be available for use at all times. A comprehensive supply of basic First Aid materials will be stored in a locked cupboard in the Administration Office.
• Any children in the First Aid room will be supervised by a staff member at all times.
• All injuries or illnesses that occur during class time will be referred to the administration staff when necessary, who will then manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the staff member rostered on First Aid Duty.
• A confidential up-to-date register located in Administration Office next to the sick bay, will be kept of all injuries or illnesses experienced by children that require First Aid.
• All staff will be provided with basic First Aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
• Minor injuries can be treated by staff members on duty. More serious injuries require treatment from a Level 2 First Aid trained staff member.
• Any children with injuries involving blood must have the wound covered at all times.
• No medication including headache tablets will be administered to children without the express written permission of parents or guardians.
• All medication other than that required to treat Asthma will be kept in the First Aid cupboard/fridge in the Administration area and must be clearly named.
• A record of any medication given is recorded in the “Register Of Medicines Given To Children” book.
• Parents of all children who receive First Aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff or teacher in charge so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
• Parents of a child who receives a head injury must be contacted immediately by phone to inform them of the child’s wellbeing and action required.
• 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 where a teacher considers the injury to be greater than “minor”, will be reported on the Register of Accidents CCI book (located in the Administration Office.)
• It is encouraged that the teacher of a student who has received a major injury make contact with the family out of school hours to provide pastoral care and support the family at such a time.
• The Principal must be informed immediately (or as soon as reasonably possible) of any injury that is considered greater than “minor”. It is the Principals responsibility to ensure that the relevant authorities are contacted immediately and reports are provided to both to the authorities and the injured party within 48hrs of making the report.
• Parents of ill children will be contacted to take the child/ren home.
• Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
• All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher may confer with others before deciding on an appropriate course of action.
- All school camps/excursions will have at least 1 Level 2 First Aid trained staff member at all times.
- A comprehensive First Aid kit will accompany all camps and excursions, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical consent form 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 and excursions, as well as kept at school.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- A member of staff is to be responsible for the purchase and maintenance of First Aid supplies, first aid kits and ice packs.
- Staff are rostered for the general upkeep of the First Aid room.
- At the commencement of each year, requests for updated First Aid information will be sent home including requests for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- It is the classroom teacher’s responsibility to ensure that they have read and keep at hand, all relevant documentation regarding their students medical and health needs.
- General organisational matters relating to First Aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.

EVALUATION
This policy and program will have a major review every three years.

ACHIEVEMENT MEASURES
Use of annual parent survey to measure parent satisfaction and perception of school performance in this area