

PREAMBLE

First Aid arises out of the duty of care principle, both as a duty of care for all the children in our care but also for employees, volunteers and other visitors to the site. It follows that schools must plan for the first aid needs of students and staff at school or on approved school activities.

For ease of reference in the following procedure the use of the word students encompasses students and staff.

1. REQUIREMENTS FOR STAFF**a) STAFF QUALIFICATIONS (Please see Appendix 7)**

- i) All members of staff whether they be administrators, learning support or teachers must have Basic **First Aid** training (HLTAID011) which must be completed every 3 years.
- ii) All members of staff must have yearly updates of CPR and Anaphylaxis training (HLTAID009) which must be completed annually.
- iii) Although the task usually falls to the administrators in the office, **all** staff members are expected to administer first aid if the need arises.
- iv) Staff members of a school have a duty of care to the students, therefore they don't have a choice about whether they administer first aid or not, if a student needs first aid it must be given.

2. PROCEDURE FOR FIRST AID ACTION RESPONSE

Administration of first aid will be completed in accordance with First Aid training and be undertaken by a qualified first aider (refer to Section 1a).

If student has come from classroom – teacher/learning support will call ahead to advise office of student name and nature of injury/illness. If student has come from playground, they will come directly to the first aid room. If the student is unable to come to first aid, then a staff member will check for appropriate medical conditions from the student medical card (**Appendix 1**) and will take the first aid excursion bag and a mobile phone to the student.

Policy 9.1	Version	Date Reviewed	Date Approved
First Aid	1/0	16/06/2023	8 th August, 2023

a) ASSESS INJURY AND RETRIEVE STUDENT MEDICAL CARD

Check student medical card for medical conditions – Asthma, Anaphylaxis, allergies and any other conditions. For students with known medical conditions - all plans and medications are hanging on the wall in the first aid room. **(Appendix 2).**

i) Minor Incidents

All treatment for minor injuries – whether it be a band-aid, a cold pack, not feeling well or administering prescribed medication needs to be written on the student's medical card Information must include date, time, a description of the injury, treatment given and be signed by the person who administered the treatment. If a student's illness or injury cannot be resolved by basic first aid treatment the parent will be contacted and asked to collect the student.

ii) Head injuries and major incidents

All **head injuries** regardless of severity must be recorded on the Village School Register of Accidents and Injuries form **(Appendix 3)** by the person administering the first aid and parents/carers must be notified. **Major accidents** and injuries must also be recorded on the Village School Register of Accidents and Injuries Form by the person administering the first aid. The person administering the first aid may need to gather information from witnesses in order to complete the form accurately. All original forms are kept in the Village School Register of Accident and Injuries Folder **(Appendix 3a)** This folder is checked weekly by administration staff to ensure that the office use section has been accurately completed ie/ the forms have been, copied, scanned and filed appropriately. If an ambulance is required, the school will contact parents/carers or emergency contacts but will call an ambulance anyway if the injury appears life threatening. An ambulance will be called when the following instances (but not limited to) a student who:

- Is unconscious or in an altered conscious state
- Is experiencing difficulty breathing
- Is showing signs of shock
- Is experiencing severe bleeding
- Using slurred speech
- Has suspected serious injuries to head, neck or back and possible broken bones.

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iii) **Copies of Medical Plans**

The school also displays asthma plans, or allergy plans (anaphylaxis) with a current photo in the child's classroom, the hall and kitchen with a note that all medication is kept in the first aid room.

3. REQUIREMENTS FOR PARENTS

- i) All parents must indicate on the school's enrolment forms if their child has any medical conditions.
- ii) Parents of children who have asthma or allergic reactions (anaphylaxis) must provide the school with asthma or anaphylaxis action plans, which should be updated yearly.
- iii) Parents of children who are prone to anaphylaxis must provide their child with their own adrenaline auto injector which will be stored appropriately in the first aid room with the child's anaphylaxis plan. The adrenaline autoinjector and plan must accompany the child if they attend excursions or activities a long way from the campus.
- iv) Parents must provide the school with two other emergency contacts in case they cannot be contacted when a child is ill. The school will try and notify the parents if they need to call an ambulance but will call one anyway if the parent can't be contacted, particularly when the injury appears to be life threatening.

4. ADMINISTERING MEDICATIONS

- i) No medications are to be administered to any child without the parent's written permission.
- ii) If a parent wishes the school to administer medication for their child, either during the day or during a school camp they must complete the medication authority form (**Appendix 4**) which contains specific information with regard to type of medication, dosage and times to be given.
- iii) Parents must send the medication in its original packaging NOT just in a plastic bag, envelope or other containers.

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5. EXCURSIONS, CAMPS AND ACTIVITIES AWAY FROM CAMPUS

Individual student medication bags and plans are taken in the first aid backpack on excursions, camps or activities a long way from the campus.

Class folder listing all students with medical conditions on front page and which medications need to go into first aid backpack. **(Appendix 5)**

List of students and staff with medical conditions **(Appendix 6)**. This list is updated continuously as students/staff join or leave the school.

Reference Documents

Village School Policies	Agreements, Acts & Regulations
VS 9.0 Occupational Health and Safety	Occupational Health and Safety Act 2004 Victoria.
VS 14.0 Asthma Policy	
VS 14.41 Anaphylaxis Policy	Village School's Accidents and Injuries Register
VS 12.1 Child Safety Policy	
VS 12.2 Child Protection Manual	
VS 12.3 Child Safety Code	
VS 12.4 Child Protection – Mandatory Reporting	

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