

# FIRST AID

## PURPOSE

The school recognises the importance of providing first aid supplies, equipment and assistance to ensure protection to staff and students through appropriate hygiene, safety, first aid (medicine) practices.

## AIMS

To maintain in a central location general purpose first aid supplies as recommended by the Department of Education.

To provide adequate first aid treatment for injuries, allergies or illnesses that occur at school.

To maintain an emergency register so that parents can be notified immediately of serious illness or injury.

To ensure that the school promotes the principles of safety first.

## PROGRAM GUIDELINES

Trained program leader to be in charge of the organisation of first aid, sick bay supervision and maintenance of first aid supplies.

First aid supplies to be kept in the first aid room.

Protective gloves to be available in first aid room and all first aid kits.

Portable first aid kits to be available for use on excursions.

Staff with current first aid qualifications to be identified and available to advise/assist upon request. Up to date list to be displayed in the staffroom.

Sufficient staff to be trained in first aid under the provisions of the Occupational Health and Safety Act 2004 (see Worksafe guidelines).

Minor injuries to be treated by the 'teacher on duty' using the portable first aid kit.

In instances of head injuries and other serious injuries, students to be referred to qualified first aid staff.

The Cases 21 form is to be filled out by the first aid officer for serious injuries. Accident forms available in the first aid room.

Parents to ensure that accurate and up-to-date information is provided for school records and to facilitate correct treatment and communication.

Parents/caregivers to be informed immediately of illness or serious injury, and where possible, to collect their child.

If an injury or illness appears to be very serious an ambulance to be called (000).

Where possible, parents are requested to make the appropriate arrangements to administer medications outside school hours. If children require the administration of medication during the school day the Medication Policy should be followed.

Children with Infectious Diseases to be excluded from school, according to Department of Education 'First Aid and Infection Control' procedures.

When dealing with asthmatic children, reference must be made to the individual child's 'School Asthma Plan' (refer to school Asthma Policy).

When dealing with severe allergies reference must be made to the individual child's Allergy or Anaphylaxis Management Plan which are displayed in the staffroom, SAKG, canteen, and in the student's classrooms (refer to Anaphylaxis Management Policy).

Department of Education guidelines relating to blood spills and needle stick injuries to be followed (see reference below).

A list of children with serious medical problems, eg asthma, allergies, etc is to be kept with all classroom teachers, in the office and in the first aid room.

The use of analgesics is strongly discouraged in all students at school.

## **EVALUATION**

Ongoing evaluation by the first aid officer and staff to assess the effectiveness of operational procedures and preventative measures taken.

## **REFERENCES**

First Aid kits - <http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidkit.aspx>

Infectious Diseases

<http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx>

Managing Open Wounds and Blood Spills

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/blood.aspx>

Treating Needle Stick Injuries

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/syringe.aspx>

Asthma Management Plan

<http://www.education.vic.gov.au/school/principals/spag/health/Documents/AsthmaCarePlan.pdf>

First Aid in the Workplace- ratio of trained officers (page 7)

[http://www.worksafe.vic.gov.au/\\_\\_\\_data/assets/pdf\\_file/0003/8706/First\\_aid\\_CC.pdf](http://www.worksafe.vic.gov.au/___data/assets/pdf_file/0003/8706/First_aid_CC.pdf)

## **REVIEW CYCLE**

This policy was last updated on 23 July 2018 and is scheduled for review in 2021