

FIRST AID POLICY AND PROCEDURES



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

Phone: 03 9429 2950

Email: richmond.west.ps@education.vic.gov.au

PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY IMPLEMENTATION

Staffing

From time to time Richmond West Primary School staff might need to administer first aid to students at school or school activities. Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition. The Principal will ensure that Richmond West Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

First Aid Officers

Consistent with the Department's First Aid Policy and Procedures, the school will allocate staff members as First Aid Officers. A register of the names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be kept in the First Aid room and updated where necessary by the designated First Aid Coordinator. Our school's trained first aid officers are also listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. This list is reviewed on an annual basis as part of the annual review of our EMP.

Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence. All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a staff member may confer with others before deciding on an appropriate course of action

Duties

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

Specific duties include:

1. Participating in the risk management process within the school as part of the school's OHS team.

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This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards. Incidents are to be investigated, which may result in modifications to a work or play area.

2. Providing first aid emergency awareness training for staff including emergency notification processes and provision of emergency phone numbers.
3. Coordinating first aid duty rosters and maintaining first aid room and first aid kits.
4. Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the school (e.g. cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury.
5. Recording all first aid treatment. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given.
6. Providing first aid requirements for excursions and camps.
7. Be available at the school during normal working hours and at other times when authorised Department programs are being conducted.
8. Provide staff with basic first aid management skills, including blood spills, and a supply of protective disposable gloves.
9. Report any student who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury to the Education Department Emergency and Security Management.
10. Accompany a student (where possible) travelling alone in an ambulance or to the doctor's surgery.
11. Communicate general organisational matters relating to first aid to staff at the beginning of each year.
12. Provide access to Ventolin and a spacer at all times for all students, especially those with a documented asthma management plan.

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student. Richmond West Primary School staff will:

- Implement procedures for supporting students with identified health needs and will provide a basic first aid response as set out in the procedure below to ill or injured students requiring emergency assistance due to unforeseen circumstances.
- Communicate these procedures to all staff and are available in the school's First Aid room.
- Not store at school or provide as a standard first aid treatment, analgesics, including paracetamol and aspirin, in accordance with guidance from the Department of Education and Training. This is because they can mask signs of serious illness or injury.
- Take emergency action (if deemed necessary) and do not need to obtain parent/carer consent to do so in a medical emergency. Staff may contact Triple Zero "000" for emergency medical services at any time.

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- May also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- Notify parents/carers by phone or through the COMPASS portal if first aid is administered for a minor injury or condition
- Attempt to contact parents/carers or emergency contacts as soon as reasonably practical if first aid is administered for a serious injury or condition, or in an emergency situation.
- will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner, if staff providing first aid determine that an emergency response is not required but that medical advice is needed.
- Record the incident on CASES21 whenever first aid treatment has been administered to a student
- Report the incident to the Department's Security Services Unit on 03 9859 6266m if first aid was administered in a medical emergency.

Procedures for Medical Treatment

At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma management and/or anaphylaxis plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medication throughout the year.

In the event of a serious incident requiring the student to be given medical attention from a doctor or ambulance officer, 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. Serious accidents and injuries will be recorded on the Department's injury management system on CASES21 and injuries less serious eg graze, nose bleed, etc will be documented on the students' profile on Compass.

Information will be recorded for all students treated in the sick bay via Compass with the date and time of attendance in the first aid room, the treatment given and the person administering the first aid. This is made visible to parents via their parent portal.

It is the policy of the school that all injuries to the head are reported to the parents/emergency contacts regarding the injury.

Portable first aid kits will be available for staff on yard duty. These kits will contain:

- Asmol or Ventolin asthma puffer
- small pack of tissues
- mouth to mouth protective resuscitation face guard
- a pair of single use plastic gloves
- band-aids

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- Laminated cards requesting First Aid Treatment

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website communications platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

RELATED POLICIES

- Administration of Medication Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Camps and Excursions Policy
- Child Safety Policy
- Duty of Care Policy
- First Aid Kit Contents Checklist
- Health Care Needs Policy

DET RESOURCES

- The Department's Policy and Advisory Library: [First Aid for Students and Staff](#)
- Department of Health and Human Services: [Disease Information and Advice](#)

POLICY REVIEW AND APPROVAL

This policy will be reviewed as part of the school's review cycle, in response to any critical incident and/or if circumstances and regulations change.

Policy last reviewed	February 2022
Approved by	Principal
Consultation	N/A
Next scheduled review date	February 2026