

First Aid (including ill students) Policy

St Peter's Lutheran School



Scope	All School community members - staff, students, parents / guardians, School Board members.
Responsible Officer	Principal
Contact Officer	Principal
Authorisation	School Board
Date Introduced	October 1999
Next Review Date	July 2023 This policy will be reviewed every three years, or as required by legislation.
Relevant Legislation or Source	Education and Training Reform Regulations 2017 (Vic) Occupational Health and Safety Act 2004 (Vic)
Linked SPLS Policy	Duty of Care, OHS, Anaphylaxis Management, Medication Administration, Student Health Support Plan, Asthma Management, Student Medical Records
Linked SPLS Procedure / Guidelines / Plans	Medication Administration, Student Health Support Plan, Asthma Management, Student Medical Records
Linked SPLS Forms / Checklists / Registers	Medication Authority Form
Key Words	First Aid, Accident/Incident, Medical Treatment
Destination / Storage	Shared Google Drive, Staff Room
Communication	Staff induction, cyclical staff training/meetings

Revision / Modification			
Date	Version	Summary	Policy/Procedure
01/10/1999	1.0	Policy Introduced	First Aid Policy
01/11/2006	1.1	Reviewed by School Council	First Aid Policy
01/11/2016	1.2	Reviewed by School Council	First Aid Policy
01/07/2020	2.0	Reviewed by School Council	First Aid Policy
15/09/2021	3.0	Policy Name Change	First Aid (including ill students) Policy

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1. RATIONALE

The purpose of this policy is to ensure that any person at St Peter's Lutheran School who is in need of medical treatment will receive such treatment promptly and efficiently from an appropriately qualified person.

2. PRINCIPLES

The provision of first aid by St Peter's Lutheran School is designed to provide a safe and healthy workplace for staff, students and visitors. To achieve this, the School undertakes the following measures:

- the allocation of appropriate support to the provision of First Aid
- provision of first aid to injured or ill staff members, students and visitors by a qualified staff member
- seeing that first aid is administered as soon as reasonably possible following an injury or illness and in accordance with the training undertaken by a qualified staff member
- reducing wherever possible the severity of the injury or illness by providing appropriate first aid treatment
- from time to time it may be necessary for medication to be administered to students during School hours, or whilst on excursions, in order to keep them safe
- appropriately recording accidents or incidents and maintain appropriate record keeping

3. POLICY

- Students who are unwell should not attend school.
- A suitably qualified/experienced staff member will be made available to care for students and visitors attending First Aid.
- A sufficient number of staff to be trained with a First Aid certificate, and with up-to-date CPR qualifications.
- A comprehensive supply of basic First Aid materials will be stored in a cupboard in the room.
- All injuries or illnesses that occur during the school day will be referred to the First Aid officer on duty who will manage the incident and report cause, effect and outcome.
- Appropriate health and safety recommendations will be followed at all times, including appropriate handling precautions and disposal of all blood/body fluid products.
- Any children with injuries involving blood must have the wound covered at all times with appropriate dressings.
- Any medications required for students will be supplied by parents/guardians along with a signed Medication Authority form.
- Detailed records will be kept of all attendance of First Aid and any treatment or follow up received, or suggested. These records are to be available to parents on request.
- For serious injuries/illnesses, the parents/guardians must always be informed as quickly as possible of their child's condition and of actions taken by the school. Parents/guardians must be informed of any First Aid emergency treatment their child has received.
- If students attending First Aid are unable to return to class, a parent or nominated emergency contact will be contacted to pick the student up. Only people listed on the student record will be contacted for pick up.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school.

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- An ambulance will be called if the situation is considered:
 - life threatening
 - needs medical attention
 - requested by parent
 - or if the parent/emergency contact cannot be contacted and the student needs immediate medical attention
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit a teacher may confer with others before deciding on an appropriate course of action. The Principal or Principal Representative must be notified if any ambulance is called.
- All school camps will have at least one 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 form providing medical detail and giving teachers/aides & support persons permission to contact a doctor or ambulance should instances arise where their child requires treatment.
- The First Aid Officer is to be responsible for the purchase and maintenance of First Aid supplies, First Aid kits, ice packs and the general upkeep of the First Aid cupboard which will be kept clean and orderly and in date.
- 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.
- General organisational matters relating to First Aid will be communicated to staff at the beginning of each year and throughout the year for new students enrolling in the School. Update as needed for any medical conditions. There will also be an annual revision of recommended procedures for administering asthma medication.
- Each year the School newsletter will inform parents that it is recommended that all students have personal ambulance cover.
- Every effort will be made to maintain the privacy of people attending First Aid. They will be triaged and given every opportunity to express their needs and be treated appropriately, with dignity, compassion and respect.
- Classrooms will be immediately informed of any incidents occurring through student behaviors' with the Principal or Principal representative informed of any major accident/incident, injury or any health and safety concerns passed on to the appropriate person

3.1 First Aid and Medical Treatment

First aid provides the initial and immediate attention to a student suffering injury or illness and, in extreme cases, a quick first-aid response could mean the difference between life and death. In many cases, first aid can reduce the severity of the injury or illness as quick and competent first aid calms the injured person and reduces unnecessary stress and anxiety. By law every workplace is required to provide appropriate first aid facilities.

We have developed our first aid plan based upon the number of employees we have, the location of our

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workplace, the nature of the hazards we have identified through our OHS Program, and our assessment of our likely first aid requirements, which may include the treatment of cuts, bruises, loss of consciousness, sprains, strains and fractures, shock, burns, and cardiac arrest. Our first-aid plan is set out as follows:

3.1.1 First Aid Personnel

According to the Victorian WorkSafe Compliance Code for First Aid in the Workplace there is no minimum or maximum number of first aid personnel required in a workplace. It is up to the employer to determine what are appropriate first aid facilities and how many suitably trained people are required. In doing so, employers need to consider:

- the size and layout of the workplace
- the number and distribution of employees (in our school context we consider the number of both workers and students)
- the nature of the hazards and the severity of any risks
- the location of the workplace
- known occurrences of accidents or illnesses

In addition, all staff undertake cardio preliminary resuscitation (HLTAID009) every year, 2 staff members have undertaken the Provide first aid (HLTAID011) and provide basic emergency life support (HLTAID010)

3.1.2 First Aid Kits

St Peter's Lutheran School maintains first aid kits in accordance with the WorkSafe Victoria Compliance Code for First Aid in the Workplace.

The quantities of these items and contents of first aid kits which are required will depend on the individual workplace's requirements and the particular hazards present in the workplace. The Code of Practice suggests additional modules, such as eye modules, burn modules and remote areas modules where particular hazards are present.

3.1.3 First Aid Room

St Peter's Lutheran School maintains one first aid room. If an injury occurs the First Aid Room is to provide to the injured worker or student as a suitable place to recover from an incident.

3.1.4 Emergency Assistance

In the event of serious injury where emergency medical assistance is required an ambulance should be called by dialling 000.

Emergency contact details are provided below.

Contact	Address	Phone
Police	N/A	000 (03) 5389 1470
Fire	N/A	000
Ambulance	N/A	000

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General Medical Practice	Graceland Medical Centre 154-156 Lloyd St Dimboola VIC 3414	03 5363 7111
Poisons Information Service	N/A	13 11 26
SES Emergency	6 Lochiel St Dimboola VIC 3414	132 500

4. RESPONSIBILITIES

4.1 School Board & Principal

The School Board has overall responsibility for ensuring legislative compliance of first aid matters in the School, with the Principal as the responsible officer.

4.2 Employees

All employees are responsible to ensure that they:

- Have the knowledge and skills to support and manage students who have medical conditions and to fulfil their agreed roles if included in a student's health plan.
- Are familiar with the medical records and individual health plans of students in their care, respecting the confidential nature of the information at all times.
- Work with other staff and professionals, in consultation with parents/carers to ensure the safety of students with specific health needs.
- Notify the Principal and inform parents/carers as soon as possible of concerns regarding management of the student's health care.
- Assist in the development of individual health care plans where they are requested to do so.
- Cooperate in the implementation of health care plans for students in their care.

4.3 Parents/Carers

Parents/carers must notify the School upon enrolment, if a student has been diagnosed with any health conditions which require the development of a health care plan.

Parents of students who require prescribed medication to be administered during School hours must notify the School of this requirement and collaborate with the School in working out arrangements for supply, administration and storage of the prescribed medication.

Parents/carers must inform the School of any changes to their child's medical conditions, medication requirements or emergency contact details to ensure all records are kept up to date.

5. IMPLEMENTATION

This procedure is implemented through a combination of:

- The development of specific policies for medical conditions that may require emergency responses
- The development of individual health care plans through effective communication between the School, parents/carers, health professionals and teaching staff
- Staff training
- Effective maintenance of medical records

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- Effective incident notification procedures
- Effective communication procedures

6. REFERENCES

- WorkSafe Victoria Compliance Code for First Aid in the Workplace