

FIRST AID (June 2017) (ANNUAL)

RATIONALE

- To ensure the delivery of a quality First Aid service to cater for the needs of the School in keeping with duty of care as required by the Department of Education Training.

AIMS

- To provide first aid treatment and comfort to injured or ill students, within the limits of the first aid persons training and maintaining duty of care in keeping in line with Victorian Government Schools Reference Guide 4.5, Student Health.
- To assess whether additional treatment may be required and make appropriate arrangements with or on behalf of parents / others for same, as appropriate.

IMPLEMENTATION

- The First Aid Co-ordinator is to ensure the sick bay is adequately stocked and the area is kept clean.
- First Aid procedures are to be followed according to the Reference Guide Sect 4.5 and DET First Aid Policy, keeping within the First Aiders level of competency and training.
- Students will have access to first aid treatment from 8.30 am-3.40 pm.
- Teaching staff with First Aid Level 2 training will be available when the Co-ordinator is not on duty. These staff will be easily identified and appropriate number ratio per total population in keeping with the DET First Aid Policy Appendix A, which is attached.
- Parents have the responsibility to provide current contact phone numbers (both home and emergency), details of allergies and major illnesses to the school. They will be required to sign authority forms for all excursions and camps, giving teachers the right to take necessary steps to seek aid for the ill or injured. Parents have the responsibility not to send a child to school with an existing medical condition or illness that requires immediate first aid unless prior agreement has been reached with the School.
- A student list including medical history and known allergies will be accessible in the sick bay. Basic information of existing medical conditions / allergies to be communicated to staff, as appropriate. Eg: prior to school camps.
- All first aid treatment will be recorded in the First Aid Book. Recurrent visits will result in parents being notified.
- If a student is seriously injured, staff will attempt to contact parents or emergency contact. Where this is not possible, staff will be expected to make a decision as to action to be taken (such as calling an ambulance with cost borne by the parent). This is done in accordance with the duty of care. For all serious accidents and injuries where a parent was contacted, an Injury Report is to be completed by the attending First Aider and a Cases 21 data entry made by the First Aid Attendant.
- During class periods, students will require a written First Aid pass issued by their teacher, except in an emergency situation.
- Intentionally inflicted injuries are to be reported to the Assistant Principal, after first aid treatment is given. An injury report is to be completed and statements taken, if necessary.
- Any evidence of maltreatment or abuse is to be reported to the Assistant Principal in keeping with duty of care.
- Parents of students who require regular or emergency medication, after consultation with the School must complete a written management plan, authorising use and giving clear indications and provide a current supply of medication (in original packaging- clearly showing name, dosage and expiry date). It will be kept in a secure cupboard in the sick bay (or in the staff fridge if required). All medication dispensed is to be signed for on each occasion in the folder in the sick bay cupboard.

- Analgesics will not be given without the permission of parents/guardians and intake monitored closely. Alternatives are to be offered first. See section 4.5.2.2 in the Reference Guide.
 - Portable First Aid packs will be available and maintained by the First Aid Attendant for all excursions and out-of-school grounds activities, as recommended by DET.
 - First Aid kits in student learning areas will be easily accessible and maintained by the First Aid Attendant. Staff will be made aware of these locations on a regular basis.
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The following are covered in the **Victorian Government Schools Reference Guide**, which should be consulted for specific information and advice.

Children with Chronic Illness

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|-----------------|-------------|
| • Epilepsy | Sect. 4.5.3 |
| • Thalassaemia | Sect. 4.5.4 |
| • Haemophiliacs | Sect. 4.5.5 |
| • Diabetes | Sect. 4.5.6 |
| • Asthma | Sect. 4.5.7 |

(Also see LHC Asthma Management Guidelines - Appendix B)

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|-------------------------|---------------|
| • Infectious Diseases | Sect. 4.5.8 |
| • Blood Borne Viruses | Sect. 4.5.9 |
| • Blood Spills | Sect. 4.5.9.7 |
| • Anaphylaxis Condition | Sect. 4.5.15 |
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RESOURCES

- School Council will ensure adequate financial resources via the First Aid Contribution from parents, for first aid supplies and to maintain appropriate number of qualified Level 2 First Aiders.

APPENDIX A (DET First Aid Policy)

INTRODUCTION

The Department of Education Training (DET) First Aid policy has been developed in order to meet the requirements of the Occupational Health and Safety Act 1985, outlined in the Code of Practice - First Aid in the Workplace 1995, and to ensure that students are provided with an awareness of safety issues and first aid skills as part of their personal development.

ESTABLISHING THE NUMBER OF FIRST AIDERS REQUIRED

Principals and Managers should aim to provide a minimum number of First Aiders trained to a competent level according to the following table for the total staff and student population.

TOTAL POPULATION (Staff and Students)	NUMBER OF FIRST AIDERS
<74	1
75-200	2
201-350	3
351-550	4
551-800	5
801-1100	6
>1100	7

Formula adapted from

- i. the Workplace Code of Practice, Sec. 6
- ii. total student enrolment February 1989 (Source Ministry Statistics and Research Section)
- iii. school based personnel on Genius (EFT) 31 December 1989 (Source Budget Coordination RMD)

APPENDIX B: ASTHMA MANAGEMENT GUIDELINES

At EPS Asthma Management is conducted in accordance with the Department of Education and Training, Victorian Government Schools Reference Guide.

1. ASTHMA REGISTER

Students suffering from Asthma are identified via the School's enrolment form. Parents/Guardians of all identified students are requested to complete an Asthma Register Form in consultation with the student's doctor and updated annually. These are reviewed and compiled to form the Asthma Register, which is easily accessible in the sick bay.

2. MEDICATION

Students are encouraged to store their asthma medication (puffers) in sick bay and parents / guardians are responsible for ensuring their children have an adequate supply of the appropriate medication. The sick bay and each excursion first aid kit have a bronchodilator inhaler and a spacer delivery device for emergencies.

3. PUMPS

EPS in keeping with the DET Reference Guide, does not have its own nebuliser pump. If a student requires the use of a nebuliser pump as part of their management plan, then a **prior** asthma management plan needs to be negotiated and agreed to by all parties. (See Reference Guide Section 4.5.7.3).

4. EMERGENCY CARE

The School will always maintain its duty of care for its students. In an emergency situation the School's First Aiders will follow the Reference Guide (provided by Helen McGrath of Total First Aid) of which a copy is held in the sick bay and provided to each staff member. This emergency treatment does not include the use of a nebuliser pump unless a prior agreed management plan is in place.

RATIFIED BY SCHOOL COUNCIL ON:	13.06.17
PRINCIPAL:	James Whitla
SCHOOL COUNCIL PRESIDENT:	Steve Smith
EVALUATION	This policy will be reviewed as part of the school's annual cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.