

# First Aid Policy

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**Purpose:**

To provide clear guidelines regarding the application of first aid to students, staff, parents/carers/guardians, contractors and visitors.

To comply with the requirements of Education and Training Reform Act 2006 (Vic) regarding the development and implementation of procedures for administering first aid.

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**Scope:**

School Coordinator (Principal), school staff (including casual relief staff), volunteers and parents/carers of students

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**Implemented by:**

School Coordinator (Principal), Teachers

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**Approved by:**

Parent Group, Learning Co-operative Board

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**Communicated via:**

School website, staff induction, enrolment agreement, staff meetings, annual staff first aid training, first aid area, policy folder

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**Reviewed:**

Every two years or as legislative changes or improvements are identified

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## Overview

Schools must plan for the first aid needs of students and staff at school and during off-site school activities. At the Learning Co-operative (Co-op), the Coordinator must ensure there are sufficient adults attending the activity who have completed and maintained their currency in the relevant first aid training courses.

These qualifications are recorded in the Register of Staff and Parent First Aid Training and expiry dates will be monitored by administration staff twice yearly, or as new staff or volunteers are engaged.

## Definitions and Key Terms

**First aid** involves emergency treatment and support to:

- Preserve life through:
  - clearing and maintaining open airways
  - restoring breathing or circulation
  - monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
- Protect a person, particularly if they are unconscious
- Prevent a condition from worsening
- Promote recovery

The school has a **duty of care** owed to students whereby it is required to make proper arrangements for students who are ill or injured or who have a medical condition that requires a reasonable adjustment to be made or other response to be taken.

**VIT registered teachers** also have a duty of care, by which they are required to administer first aid, when necessary, within the limits of their skill, expertise and training. It should be noted that a teacher's duty is greater than that of the ordinary citizen in that a teacher is obliged to assist an injured student, while the ordinary citizen may choose to do nothing.

**Non-teaching staff** do not have the same legal duty of care. The school may, however, still ask non-teaching staff to take responsibility for the care of students. In making such a request, the school retains its duty of care (which is non-delegable) so must ensure that the staff/adults concerned have proper training and support, and should always be able to contact another member of staff / adult if assistance or advice is needed.

Even under the duty of care, there are limits to the actions required of the principal and teachers. In the case of **serious injury or illness**, neither the principal nor the teacher / adult is required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures.

Parents/carers/guardians have primary responsibility for the health of their child(ren). The aim of the school's first aid policy is not **diagnosis** or treatment of a medical condition.

## Designated First Aid Officer

The name of the designated First Aid Officer and other staff/adults with first aid qualifications will be displayed in the first aid area.

Administration will be responsible for overseeing checking of the expiry dates of all student medication listed on Medical Care Plans as well as ensuring that the school's first aid resources are regularly audited and maintained.

## Staff Training

The Coordinator is responsible for ensuring there is a sufficient number of appropriately trained staff to respond to sick or injured individuals in the school environment. In doing so, the Coordinator should take into consideration factors such as the types of activities being undertaken, the geographic location of the school and off-site activities, whether medical assistance or ambulance services are readily available, and the layout of the school grounds and off-site locations.

In deciding the number of staff trained in first aid, the Coordinator must take into account the location of the trained staff/adults across the school to ensure students and staff/adults in all parts of the school have reasonable access to first aid.

Administration is responsible for maintaining the First Aid Training Register and displaying a First Aid Summary Sheet of staff trained in first aid with an accompanying photo in key areas of the school.

## First Aid Facilities

The location of the designated first aid area will be clearly depicted on the Emergency/Evacuation Plan displayed at key points on site.

The first aid area will provide a clean and sanitary environment that allows for privacy, dignity and comfort. It will also provide sufficient room for supervision and first aid treatment to be administered.

The first aid area will be equipped with the following;

- A comprehensive first aid kit
- A list of items included in the first aid kit
- A list identifying the first aid officer and staff/adults with first aid training
- A list of emergency contact numbers



- An upright chair
- A list of students with Medical Care Plans including a thumbnail photo
- Availability of hot and cold running water
- Furniture suitable for students to rest comfortably while under supervision.

An additional portable first aid kit will be maintained on each school bus.

## **Caring for Students that Become Sick and Injured at School**

While every effort will be taken to look after students, parents/carers/guardians are requested to keep sick children at home.

If students become ill at school, efforts will be made to advise the parents/carers/guardians, either directly or via the emergency contacts listed on the student's enrolment form, to come and collect the child. If a student's condition deteriorates and the parents/carers/guardians or emergency contacts are unable to collect the child the school may be required to transfer the student into the care of a doctor, nurse or ambulance.

Pain relief medication such as paracetamol is not considered part of first aid treatment and as such will not be administered to students, without verbal or written consent from parents/carers/guardians.

If a student is injured at school, staff will administer first aid and provide appropriate treatment or transfer into the care of an ambulance paramedic, doctor or nurse as required.

All first aid incidents will be notified to parents/carers either by text message, in person at the end of the school day or a phone call once the student and/or situation has stabilised.

Notification by text message or in person at the end of the school day will be used for non-emergency treatment, and phone call will be utilised for urgent or emergency situations.

## **Recording First Aid Incidents/Injuries**

Staff members and volunteers are required to record first aid incidents and injuries using the Incident Notification Forms located in a binder next to the Kitchen/First Aid area. Staff are able to also log in and record First Aid Incidents/Injuries in UeducateUs.

## **Maintaining a Register**

Administration is responsible for maintaining an Incident/Injury Register. All completed Incident Notification Forms will be added to the register at the end of each term and archived accordingly.



## Risk Management

The Coordinator is responsible for ensuring that appropriate Risk Assessments are conducted for off-site excursions, trips and camps, taking into consideration the potential for higher risk activities and determining if additional first aid equipment, training or supervision may be required.

## Related Documentation

*Register of Staff First Aid Training*

*Enrolment Agreement*

*Education and Training Reform Act 2006 (Vic)*

## Related Policies

- Anaphylaxis Management Policy
- Privacy Policy
- Duty of Care Policy
- Medical Care Policy