

FIRST AID POLICY



*Charles La Trobe P-12 College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015).***

RATIONALE

- All children have the right to feel safe and well and know that they will be attended to with due care when in need of first aid.
- All injured persons must be provided with immediate and adequate treatment of injury and illness.
- The school's obligations include provision of asthma kits, an EpiPen®/Anapen®, a first aid room, major first aid kits, portable first aid kits and include the management of blood spills and syringe disposal.
- Teachers and Principals must be familiar with the school's first aid procedures and observe their duty of care to children by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.
- Schools must ensure there is always a first aid officer who can assist an injured or ill person and has current qualifications covering all the school's first aid requirements.
- School nurses employed by schools must follow the school's first aid policy.

PURPOSE

- To ensure children's first aid needs are met at school and on approved school activities.
- To ensure the school responds appropriately to emergency medical situations.
- To ensure Charles La Trobe College staff observe their duty of care to children by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.
- To ensure the school complies with legislation and DET policy and guidelines.
- To ensure the College complies with the Child Safe Standards 1 and 2.

DEFINITIONS

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, protecting a person, particularly if they are unconscious, preventing a condition worsening and promoting recovery.

IMPLEMENTATION

- The safety and wellbeing of children is the highest priority for the College.
- The goal of first aid is not to diagnose or treat the condition.

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- The Principal and all staff members have an obligation to be familiar with the school's first aid procedures and observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.
- All staff will be briefed on general organisational matters at the start of the school year and as part of the induction process for new staff members.
- The school will support first aid by:
 - ensuring the school's first aid needs are met
 - providing:
 - asthma kits
 - first aid rooms
 - major first aid kits
 - portable first aid kits
 - managing:
 - blood spills and bleeding students
 - syringe disposal/injuries

The First Aid Coordinator will undertake a range of responsibilities including:

- taking a lead role in supporting teachers and Principals in health support planning having knowledge of:
 - all children with a support or management plan
 - the first aid response noted in the plans
 - ensuring that child's emergency contact details are up to date
 - ensuring all medications supplied by the child are within their use-by date
 - working with staff to conduct regular:
 - reviews of management strategies
 - risk assessments
 - developing strategies to raise awareness in the school community about health and safety issues.

Note: To display a photo of a student and to describe their health care needs requires consent from parents/carers.

- The Principal will ensure there is always a first aid officer who can assist an injured or ill person and has current qualifications covering all the school's first aid requirements.

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- Where possible, first aid will only be provided by staff who have been designated as the first aid providers. Please refer to the school's First Aid Register. However, in an emergency, other staff may be required to help within their level of competence.
- The Principal will ensure sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the DET's First Aid Policy and maintain a register of trained staff.
- Please refer to the attached OHS Minimum First Aid Facilities schedule.
- Training includes basic first aid knowledge and where required additional first aid modules such as asthma management, administration of the EpiPen or specific training for excursions and other educational programs or activities.
- Training requirements for the school, camps and excursions are assessed according to the potential hazards in the environment and the nature of the activities being undertaken.
- The Principal will ensure relevant staff receive additional training to meet child health needs. (Please refer to the Register of Staff Trained in First Aid.)
- The Principal will determine who has overall responsibility for the first aid room and its contents.
- Facilities for first aid will allow for:
 - precautions against infection
 - reassurance and comfort, with a safe level of privacy; dignity; comfort and independence.
 - employee and volunteer health, safety and welfare
 - associated record keeping in accordance with privacy and confidentiality
 - short-term supervision and the ability to summon further assistance if required
- Adequate infection and prevention control **must** be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures must **always** be adhered to:
 - cover cuts and abrasions with water proof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids
 - wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes
 - wear a mask, eye protection and a gown where there is a risk of splashing blood or other body fluids
 - remove any broken glass or sharp material with forceps or tongs and place in sharps container
 - wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.
- Where a blood/biological spill has occurred the following must be adhered to:
 - isolate the area where the incident occurred

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- clean up blood and other body fluids spills with disposable paper towels/tissues or by using a Biohazard Spill Kit
- use hospital grade disinfectant (use 5ml of bleach to 500ml of water) to sanitise the area
 - dry the area with disposable paper towels/tissues after clean-up (as wet areas attract contaminants)
 - where a spill occurs on carpet, shampoo as soon as possible. Do not use disinfectant. Steam cleaning may be used instead
 - Items such as scissors and tweezers are to be cleaned and disinfected/sterilized after use.
- Contaminated waste (e.g. dressings, wipes, cleaning cloths, nappies, human tissue, and blood and laboratory waste) should be disposed of in:
 - appropriate biohazard waste containers/bags; or
 - in the general waste in suitably labelled bags (bags are to be double bagged); or
 - Sanitary Waste Bins.
- Sharps should be disposed of in a sharps container. All sharps containers must be compliant with AS 4031: Non reusable containers for the collection of sharps medical items used in health care areas.
- The level of supervision required in the first aid room varies depending on the case. For example, supervision should be required for a student who has had a blow to the head and is feeling dizzy but may not be required for a student with a slight headache, who needs a lie down.
- Staff members who practise first aid should have their position descriptions updated to reflect this extra responsibility. They must receive:
 - basic first aid training
 - and where required, additional first aid modules to cover:
 - the health needs of students attending the school, such as asthma management, administration of the EpiPen; or
 - excursions, specific educational programs or activities.
- If a child feels unwell, the designated first aid officer will assess the signs and symptoms e.g. fever, pallor, skin clammy and act accordingly including declaring the situation a medical emergency.
- If a child has a minor injury such as a bump or bruise, an icepack (not applied directly to the skin) may be appropriate. This is not appropriate if the bump causes a nose-bleed.
- For more serious injuries e.g. causing loss of consciousness even briefly, a less than alert state, suspicion of a fracture or spinal injury, damage to eyes/ears, penetration of the skin or deep open wounds, an ambulance will be called.
- In treating a blood spill or open wound the first aid officer will follow the procedures described in the school's *Bleeding Children/ Blood Spills Policy*.
- In a medical emergency, staff will take action without waiting for the parent/carer including calling 000.

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- Once action has been taken, the parent/carer or the child's emergency contact and Security Services will be notified.
- Staff providing first aid may assess that an emergency response is not required, but medical advice is needed. In these circumstances, the school will ask the parents/guardians or emergency contact person to collect the child and recommend that advice is sought from a medical practitioner. **Example:** This response would apply if a child receives a blow to the head but there are no signs of concussion or the child reports persistent aches and pains.
- The school 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 from any land line in Victoria for the cost of a local call.
- Upon the Principal's discretion and provided alternative supervision for remaining children can be arranged, a staff member may accompany a child transported by emergency services when one or more of the following applies:
 - a parent/carer or emergency contact person cannot do so
 - the age or development of the child justifies it
 - the child chooses to be accompanied
- On the rare occasion when a school staff member has to transport a child to emergency care (such as when an ambulance is not available), at least two adults should accompany the child to ensure the driver is not distracted and the child can be constantly supervised
- Parents of ill children will be contacted to take children home and must sign the child out in accordance with the school's *Collection of Children Policy*.
- Parents of all children receiving first aid treatment will receive a form detailing injury and treatment given.
- The school will maintain records (electronic and hardcopy) of all children with medical conditions, their medication and management.
- Please refer also to the school's *Care Arrangements for Ill Children Policy*, *Duty of Care Policy*, the *Bleeding Students/Blood Spills Policy*, *Emergency & Incident Reporting Policy*, *Health Care Needs Policy*, specific policies such as the *Asthma Management Policy* and the Child Safe Standards.

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update Feb 2018 [OHS update]).

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RATIFICATION

The first update was ratified by the College Council on 15th February, 2018. This policy does not require school council ratification.

REFERENCES

www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx

www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx

www.education.vic.gov.au/school/principals/spag/health/Pages/emergency.aspx

<http://www.education.vic.gov.au/hr/ohs/default.htm>

<http://www.education.vic.gov.au/earlychildhood/safety>

http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_4.htm

<http://www.education.vic.gov.au/management/Collegeoperations/edoutdoors/links.htm>

http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_4.htm

<http://www.education.vic.gov.au/management/Collegeoperations/edoutdoors/environment.htm>

<http://www.education.vic.gov.au/management/Collegeoperations/edoutdoors/activities/default.htm>

<http://www.education.vic.gov.au/management/Collegeoperations/edoutdoors/people/default.htm>

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Site Characteristics	Minimum First Aid Requirements	
Less than 50 employees (and children)	1 first aid officer (minimum level 2 trained)	1 first aid kit
50 - 199 employees (and children)	2 first aid officers (minimum level 2 trained)	4 first aid kits
200 - 399 employees (and children)	4 first aid officers (minimum level 2 trained)	6 first aid kits
400 - 599 employees (and children)	6 first aid officers (minimum level 2 trained)	8 first aid kits
600 - 799 employees (and children)	9 first aid officers (minimum level 2 trained)	10 first aid kits and a first aid room with bed and stretcher
800 - 999 employees (and children)	12 first aid officers (minimum level 2 trained)	12 first aid kits (including specific "type of incident" treatment) and a first aid room with bed and stretcher
>1000 employees (and children)	16 first aid officers (minimum level 2 trained)	14 first aid kits (including specific "type of incident" treatment) and a first aid room with bed and stretcher
Where access is limited to medical and ambulance services (e.g. remote workplaces, school field excursions etc.)	2 additional first aid officers for every category (minimum level 2 trained)	2 additional first aid kits for every category

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COLLEGE SPECIFIC PROCEDURES

As part of the duty of care owed to students, teachers 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.

In the case of serious injury or illness, no staff member is required to diagnose or treat the condition apart from carrying out the appropriate first-aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioner in attendance.

At Charles La Trobe College there are first aid rooms located on each campus. These rooms are equipped to deal with minor first aid incidents that may occur at the school. The College's first aid rooms are equipped in accordance with OH&S guidelines and contain regularly maintained first aid kits containing the recommended first aid supplies.

In accordance with Department of Education's regulations, we will ensure there are a number of staff trained with current qualifications in Level 2 first aid. The person appointed to the role of first aid officer will hold a current Level 2 first aid qualification (at least). The College will ensure that all staff has first aid training, the following staff will be minimum: Assistant Principals at least 2, All Admin Staff, some Integration Aides, Food Tech, Middle School, Senior School, Science Staff, PE Staff across the college. P-4 2 Staff Members at both campuses. 5/6 area 1 Staff Member, 7/8 Area 2 Staff Members, 9/10 Area, 2 Staff members. The College will ensure the appropriate staff have specialize training where applicable.

INJURY/SICKNESS DURING CLASS TIME:

The following procedures should be followed when students are injured at school.

The teacher in charge of the class will assess the nature of the injury. If it is only minor (i.e. small cut, graze etc.), they will be treated using the classroom's first aid kit if applicable. The teacher will monitor the situation in the classroom/teaching space.

If it is more serious (i.e. bleeding) or where the teacher feels their knowledge to be inadequate, the student will be brought to the school office by a suitable monitor. (Ensure that the student doesn't go straight to the first aid room). The teacher will contact the office to inform them a student is on their way and the nature of the injury/illness. If the injury is of a serious nature (and the student can be moved) the teacher will accompany the student to the office. Arrangements for the teacher in the adjacent classroom to supervise the students will be made. If uncertain, the teacher will contact the office for assistance.

The student will be treated appropriately and either returned to the classroom or sent home. In severe cases of illness or injury or with cases which cause concern, the child's parents will be contacted. If the parent(s) are unable to be contacted, the school will contact the

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emergency contact as provided by the parents./carers. If this is unsuccessful, or in exceptional circumstances, the Principal will make the decision on the course of action to be taken.

INJURY/SICKNESS DURING RECESS/LUNCHTIME:

All students ill or injured at a break from classes must first see one of the teachers on duty. If it is only minor (i.e. small cut, graze etc.), the teacher will treat themselves with supplies from sick bay. If the injury/illness is more serious (i.e. bleeding) the teacher on duty will be sent to the office.

The student will go to the office before being taken to the sick bay where they will be treated by the on duty first aid officer. The first aid duty officer will arrange suitable treatment.

If the injury is more serious, the yard duty teacher will contact the office.

Where possible we do not wish to keep ill or more seriously injured students at school. The first aid room will not be used as a rest area for sick students as this can often result in a large number of students in the sick bay at the same time.

ACTIVITIES, EXCURSIONS & CAMPS:

In planning for the excursion/camps/activities the teacher in charge will ensure that necessary details are obtained on the student's medical needs (i.e. medication required to be administered; asthma; medical conditions) and where appropriate do a First Aid Risk Assessment. Refer to the process for Camps/Excursions/Activities.

On College activities including Camps and Excursions there will be at least one staff member will hold a current Level 2 first aid certificate or the equivalent.

If students attending an activity or excursion have a specific medical condition such as anaphylaxis, it is expected that a suitably trained staff member attends.

On overnight camps it is expected that at least one staff member holds a current first aide Level 2 certificate and a First Aid Risk Assessment has been completed.

The camp/excursion/activity leader will designate a participating staff member(s) to collect, store and administer medication. This person/people will also be responsible for the medication, medical forms and the first aid kit.

Parents/carers must provide all medication in clearly named containers and hand these to the nominated staff member(s).

If an injury occurs the attending teachers will decide on the appropriate first aid treatment.

NOTE: In the case of a serious accident/illness or where the teacher is unsure of the extent of the illness/injury, the teacher will call for an ambulance immediately on "000". Once the safety of the student has been ensured, the teacher will contact the school to advise them of the action taken. For other cases the following procedure applies.

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In cases of illness or injury (except as detailed above), the child's parents/carers will be contacted. If the parent(s) are unable to be contacted, the teacher will contact the emergency contact as provided by the parents. If this is unsuccessful, or in exceptional circumstances, the teacher in charge will make the decision on the course of action to be taken. The teacher in charge of the event will contact the Principal as soon as possible.

Relevant medical records and documentation for all camps, excursions & activities must be kept at the Administration Office for a minimum of 7 years.

FIRST AID REGISTER OF ATTENDANCE

School

All incidents requiring first aid treatment in the school first aid room will be recorded in the first aid record book.

In cases of serious injury or injuries of concern, this will be entered onto CASES21 by the Office Staff in conjunction with the appropriate staff member and then the staff member will notify the Principal.

Camps/Excursions

All incidents requiring first aid treatment on a camp, excursion or activity will be recorded on first aid record sheets (available from the first aid room).

On returning to the school these records will be given to the first aid officer for ensuring they are entered into CASES21. More serious incidents will have a Department of Education Injury Report Form filled out by the first aid officer in conjunction with the appropriate staff member and given to the Principal.

Miscellaneous

In the case of any media attending the school because of an illness/accident only the school Principal or their nominee will be permitted to make comment to the media. In such instances the School's Emergency Management Plan must be referred to.