1. **Definition:**

1.1 First Aid involves emergency treatment and support to:
   - preserve life through clearing and maintaining open airways, restoring breathing or circulation and monitoring wellbeing until the person recovers or is transferred into the care of ambulance, paramedic, doctor or nurse
   - protect a person, particularly if he/she is unconscious
   - prevent a condition worsening
   - promote recovery.

1.2 First Aid Officer - a staff member formally trained and certified in first aid.

1.3 DET - Department of Education and Training

2. **Purpose:**

2.1 The goal of First Aid is not to diagnose or cure the condition.

2.2 To administer emergency treatment of injuries/conditions and provide life support for staff, students and visitors in a competent and timely manner.

2.3 To communicate children's health problems to parents when considered necessary.

2.4 To provide resources and training to cater for the administering of first aid.

2.5 To encourage preventative measures to minimise emergencies and promote safety.

3. **Guidelines:**

3.1 A designated First Aid room will be available for use at all times. It will allow for:
   - precautions against infection
   - reassurance and comfort that preserves an individual's privacy and dignity
   - associated record keeping in accordance with privacy and confidentiality.

3.2 The school will support first aid by:
   - ensuring the school's First Aid needs are met
   - providing asthma kits, first aid room, major first aid kits, portable first aid kits
   - providing individual medications bag for every child with an identified medical condition requiring medication

3.3 School staff must:
   - be familiar with the school's First Aid procedures
   - observe the duty of care to students by providing First Aid treatment within the limits of their skill, expertise, training and responsibilities.
3.4 A qualified school nurse will be appointed by School Council to manage First Aid from 9.30am until 3.00pm on school days.

3.5 The school nurse will undertake a range of responsibilities including:

   3.5.1 taking a lead role in supporting teachers and the principal in health support planning

   3.5.2 having knowledge of all students with a support or management plan, as well as the First Aid response noted in the plans

   3.5.3 ensuring that students’ emergency contact details are up to date

   3.5.4 ensuring all medications supplied by the student are within their use-by date

   3.5.5 working with staff to conduct regular reviews of management strategies and risk assessments

   3.5.6 developing strategies to raise awareness in the school community about health and safety issues.

3.6 The principal will ensure that a sufficient number of staff are First Aid trained under the provisions of the Occupational Health and Safety Act 2004 and the Department’s First Aid and Infection Control advice.

3.7 Wherever possible, First Aid will be administered by the school nurse or other designated staff with First Aid training. However, in an emergency other staff may be required to help within the level of their experience.

3.8 The school, to the best of its ability, will ensure there is a First Aid Officer available at all times during school hours who:

   3.8.1 can assist with an injured or ill person

   3.8.2 has current qualifications covering all the school’s first aid requirements.

4. **Implementation:**

   4.1 An annual First Aid Budget will be approved by School Council to provide a qualified school nurse, resources and equipment for use in the First Aid room.

   4.2 School Council will appoint a school nurse on an annual basis. The principal will be responsible for the selection and appointment process.

   4.3 First Aid kits, as recommended by Ambulance Victoria, will be available throughout the school.

   4.4 The number of First Aid kits, including portable kits for excursions and camps, will be determined on an annual basis, in consultation with the school nurse. Kits will be updated at the start of the school year and replenished on an ongoing basis.

   4.5 The school nurse is responsible for the purchase and maintenance of First Aid supplies, First Aid kits, ice packs and the general upkeep of the First Aid room.

   4.6 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.

   4.7 General organisational matters relating to First Aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication, EpiPens, diabetes management and other persistent medical conditions will also be given at that time.

   4.8 Students with asthma must have an Asthma Management Plan developed which is to be kept at the school. These children will have access to Ventolin and a spacer at all times.
4.9 Children who have a documented Allergic Reaction Action Plan or Anaphylaxis Action Plan shall have their anti-histamine medication or adrenaline auto injector e.g. EpiPen available to them at all times.

4.10 Refer to the Medications and Anaphylaxis policies for specific details and parent/carer responsibilities on these matters.

4.11 All staff will be trained in asthma and anaphylaxis management each year.

4.12 All staff will be provided with basic first aid management skills, including managing blood spills. A supply of protective disposable gloves will be available for use by staff.

4.13 Minor injuries only will be treated by staff members on yard duty. Staff will carry a bag with items, including band aids.

4.14 Any serious injury will be reported to the DET’s School Securities Services and other appropriate authorities.

4.15 No medication (except for asthma puffers, allergy medications and adrenaline auto injector e.g. EpiPen) will be administered to students without the express permission of parents or guardians.

4.16 Parents of ill children will be contacted to take the children home.

4.17 Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in the Early Dismissal Register maintained at the school office.

4.18 The school nurse or designated First Aid Officer on duty has the authority to call an ambulance immediately in an emergency; however, the Principal must be kept informed at all stages.

4.19 All school camps and excursions will require:

   4.19.1 signed medical forms for each student providing medical details and giving teacher permission to contact a doctor or ambulance should instances arise where their child requires treatment

   4.19.2 copies of the signed medical forms taken on camps and excursions as well as kept at school

   4.19.3 at least one Level 2 Certificate First Aid trained staff member in attendance

   4.19.4 a comprehensive, approved first aid kit and a mobile phone.

4.20 Refer to the Camp Policy for more specific first aid and medication procedures for camps.

4.21 It is recommended that all students have personal accident insurance and ambulance cover, as these are not provided by the school or department.

5. Review:

   5.1 This policy will be reviewed annually as part of the school’s regular review cycle.