



Hamlyn Views School

First Aid Policy

1. PURPOSE

All students 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.

2. AIMS

- a. To administer first aid to students when needed in a competent and timely manner.
- b. To communicate student's health problems to parent/guardians when considered necessary.
- c. To provide supplies to cater for the administering of first aid.
- d. To maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate and Cardio Pulmonary Resuscitation (CPR).

3. IMPLEMENTATION

- a. At least one third of staff members to be trained to a Level 2 First Aid Certificate, with all staff trained over a three-year period.
- b. All staff to undertake a CPR training update annually.
- c. First aid kits will be available in each area of the school, as well as two portable kits kept in the Sick Bay.
- d. Portable first aid kits will be taken on all excursions and camps, along with a mobile phone.
- e. Student medication will be stored in a locked cupboard in the Learning Neighbourhood.
- f. Supervision of injured or unwell students will initially be in the classroom area, transferring to the Sick Bay as necessary.
- g. Protective disposable gloves will be available for use by staff.
- h. Minor injuries only will be treated by staff members on duty, while more serious injuries, including those requiring parents/guardians to be notified or may require treatment by a doctor, should be referred to a Level 2 First Aid trained staff member to provide first aid and notification to the Principal.
- i. Any student with injuries involving blood must have the wound covered at all times. See DET's Safe Work Procedure – Cleaning and Handling of Blood and Body Fluids.
- j. No medication including headache tablets should be administered to students without the express written permission of parents/guardians.
- k. Parents of all students who are given first aid will receive a documented report indicating the nature of the injury, any treatment given, and the name of the staff providing the first aid. For more serious injuries or illnesses, the administration staff will contact the parents/guardians so that professional treatment may be organised. Any injuries to a student's head, face, neck or back must be reported to parents/guardian by phone.
- l. Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or

has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on the DET Cases 21 Incident Notification Form and entered onto CASES21.

- m. Parents/guardians of ill students will be contacted to take them home.
- n. All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher should confer with the Principal or his/her delegate before deciding on an appropriate course of action.
- o. All students attending camps or excursions will require a parent signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms should be taken on camps and excursions, as well as kept at school and archived at the end of the school year.
- p. All students with a documented Asthma or Anaphylaxis Management Plan will have access to Ventolin and spacer, or epipen at all times.
- q. The First Aid Coordinator is responsible for the purchase and maintenance of all first aid supplies, first aid kits, ice packs and sunscreen. Some first aid items are supplied by SPOTLESS as per agreement.
- r. At the start of each year, requests for updated student health support information will be sent home, including requests for any Asthma, Diabetes, Epilepsy and Anaphylaxis Management Plans, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

4. REFERENCES

- a. DET First Aid
<http://www.education.vic.gov.au/school/teachers/management/Pages/firstaid.aspx>
- b. DET First Aid and Infection Control
<http://www.education.vic.gov.au/school/teachers/management/Pages/firstaidohsms.aspx>

5. EVALUATION

This policy will be reviewed as part of the school's four yearly review cycle.

**This DRAFT Policy was ratified in 2018.
Date for next review: 2022**