

RATIONALE

All students, staff and visitors to the Yarrowonga College P-12 have the right to feel safe and well, and know they will be attended to with due care when in need of first aid.

PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department of Education's operational guidance for first aid management relating to COVID-19.

OBJECTIVES

- To administer first aid to students, staff and College visitors, when needed, in a competent and timely manner.
- To communicate students' health problems to parents/guardians when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with Level 2 first aid certificates.

POLICY

From time to time Yarrowonga College P-12 staff might need to administer first aid to students at school or school activities.

STAFFING/TRAINING

The College Principal delegates authority to the OH&S Coordinator to ensure that Yarrowonga College P-12 has sufficient staff (including teaching, non-teaching, and administration staff) trained to a Level 2 certificate standard, and with up-to-date CPR qualifications, to meet the needs of the school community. All staff must complete Anaphylaxis training and briefings as set out by the Department of Education.

Our school's trained first aid officers are listed in our Training Needs Register and Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed by the OH&S Coordinator on an annual basis as part of the annual review of our Emergency Management Plan.

First Aid Kits & AED Defibrillator

- The first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored and accessible in the first aid room.
- Tubs with basic first aid supplies are located throughout the College for minor first aid (provided by classroom teachers)
- Yard duty bum bags with basic first aid supplies are located at each campus for teachers to use whilst on yard duty.

FIRST AID POLICY

- Portable first aid kits which may be used for excursions and camps are stored in the First Aid rooms in the main administration buildings at Gilmore St and Pinniger St campuses. These kits must be signed out when used.
- AED Defibrillator is stored in the Administration Building Sick Bay.

The First Aid Officer is responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department of Education's policy and guidance on first aid kits – refer to [First aid kits](#).

First aid room/sick bay area

Our school follows the Department of Education's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

Supervision of the first aid room will be carried out by trained first aid staff, or in the absence an administration staff member.

The First Aid Officer is responsible for the purchase and maintenance of first aid supplies and the general upkeep of the first aid room.

Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they should be directed to the first aid room and monitored by the First Aid Officer. Depending on the nature of their symptoms, parents / guardians of ill students may be contacted to take the student/s home when it is deemed by the First Aid Officer that the student would not benefit from staying at the College.

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- Any casualties who have injuries involving blood will have the wound covered.
- Parents /guardian will be notified immediately for any student who sustains a head injury. A record of the injury is to be kept on file and entered into Cases21.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- Staff 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.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect

the student and recommend that advice is sought from a medical practitioner.

- Students that require medical treatment as a result of their injuries will be reported to Security Services and WorkSafe.

General

- At the commencement of each year requests for updated first aid information will be sent home including requests for any asthma management plans, anaphylaxis management plans, high priority medication forms, and reminders to parents of the policies and practices used by the College to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of the year and whenever it is appropriate.

Record Keeping

- An up-to-date first aid attendance register is kept in the first aid room where all injuries and illnesses experienced by students, staff or College visitors are recorded.
- Parents of all students who receive first aid will be sent home, via the student, a completed form indicating the nature of the injury and any treatment given. For more serious injuries the parent/guardian will also receive a phone call to be informed of the situation, or to advise that medical aid be sought.
- Any injuries greater than 'minor' will be recorded on a CASES21 form and sent in to DEECD.
- Any student who is collected before the end of the school day from first aid will be signed out by an administration staff member.

Anaphylaxis

- Yarrowonga College P-12 will maintain a supply of adrenaline autoinjector(s) for general use, as a back-up to those provided by parents and carers for specific students on Anaphylaxis Management Plans, and also for staff or students who may suffer from a first time reaction at school. Refer to the Anaphylaxis Policy.

Asthma

- All students or staff, especially those with a documented asthma management plan, will have access to asthma reliever medication and a spacer at all times as per Asthma Policy.

Calling for an ambulance

- In life threatening emergencies, serious student illness or serious accident, Principal class needs to be informed as soon as possible after calling the ambulance. (Please remember that people on a healthcare card are covered for ambulance).

Medications

- In accordance with Department of Education policy, analgesics, including paracetamol and aspirin, will not be provided as a standard first aid treatment. This is because they can mask signs of serious illness or injury. For further information refer to the Department's Policy and Advisory Library: [Medication](#)
- No medication including analgesic medication (eg headache tablets) will be administered without prior consent from a parent/guardian.
- All medications (apart from asthma reliever medication) are to be store and registered in the first aid room as per the Administration of Medication Policy.

Excursions/Camps

- All school camps and excursions will have at least one Level 2 trained first aid staff member.
- Comprehensive first aid kits will accompany all excursions and camps along with a mobile phone or others means of communications.

FIRST AID POLICY

- All students attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where the student requires treatment. Copies of the signed medical forms are to be taken on camp and excursions as well as a copy being kept at school.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department of Education policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy
- Head Lice Policy

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | May 2023 |
| Approved by | Principal |
| Next scheduled review date | May 2027 |