

# Flemington Primary School First Aid Policy



## 1. PURPOSE AND RATIONALE:

To ensure the school management meets the first aid needs for all students, staff, contractors, volunteers or visitors on the school premises or as part of any extracurricular activities (e.g. excursions, school camps).

## 2. POLICY STATEMENT:

This policy exists to ensure a sufficient level of first aid support is available as part of any on or off-site school activities to:

- Preserve life through clearing and maintaining open airways, restoring breathing or circulation, and monitoring wellbeing until the patient recovers or an ambulance paramedic arrives and takes over responsibility for treatment;
- Ensure emergency or further medical assistance is sought in manner consistent with the urgency level of the injury or illness; or requested if there is any uncertainty or doubt;
- Protect a person from further injury or illness (e.g. cross infection), prevent a condition worsening and promote recovery; and
- Prevent others from being injured or getting ill.

## 3. DEFINITIONS:

- **First aid** - is the assistance given to any person suffering a sudden injury or illness, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. The goal of first aid is not to diagnose or treat the condition.

## 4. ACTION GUIDELINES:

School principals, teachers (permanent and contract) and support staff must:

- Be familiar with the school's first aid procedures and trained staff;
- Observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities; and
- Ensure '000' is promptly called in any urgent or uncertain circumstances (e.g. head injuries) requiring an ambulance or further medical advice.

The School will work to ensure any foreseen first aid needs are met by providing resources as outlined in the Department of Education and Training's (DET) 'First Aid Risk Assessment Sheet'. This includes but is not limited to providing resources such as:

- Asthma and Anaphylaxis kits,
- First aid room and major first aid kits, and
- Portable first aid kits and means of communications (e.g. mobile phone) for extracurricular activities.

The school is responsible for:

- Ensuring there is always a first aid officer who can assist an injured or ill person;
- Ensuring parents or guardians are notified as soon as possible; with the exception of minor injuries (e.g. graze or cut) or illness where a student feels able to return to class;
- Ensuring no individual is kept in the first aid room for any longer than necessary and arrangements are made for a parent or guardian to collect the student from the school as soon as practical;
- Ensuring sufficient staff are trained in first aid under the provisions of the Occupational Health & Safety Act 2004 and the Department's First Aid and Infection Control advice; and
- Ensuring first aid qualifications are capable of meeting all of the school's foreseeable first aid requirements.

For first aid regarding students and staff with known health care needs, the school should manage the situation according to an individual's asthma plan, anaphylaxis management plan, diabetes plan or any other health support plan. In case of any doubt, standard first aid procedures should be followed including contacting '000' for further assistance.

## **5. MONITORING, REPORTING AND REVIEW:**

The school shall maintain records of:

- First aid training register,
- Registry of all visits to the first aid room by the treating first aider,
- All head injuries, and
- Serious injuries in relevant DET systems.

## **6. RELATED POLICIES AND DOCUMENTS:**

- Administration of Medication Policy
- Anaphylaxis Management Policy
- Emergency Management Plan
- Procedures to Maintain Staff Registers – including staff trained in first aid

## 7. REFERENCES:

- Occupational Health and Safety Act 2004
- DET Guidelines  
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx>
- First Aid and Infection Control Advice including the First Aid Risk Assessment document  
<http://www.education.vic.gov.au/school/teachers/management/Pages/firstaidohsms.aspx>
- DET First Aid Kit Contents Checklist  
<http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx>

## 8. REVISION HISTORY:

This policy was last ratified by School Council in on June 21st, 2021.

It will be reviewed as determined by School Council or at least every 3 years.