

## INTRODUCTION:

First aid is the initial care of the injured or sick. The provision of first aid to injured or sick children will be undertaken by staff in attendance and supported by staff trained in first aid. It is recognised that first aid should:-

- preserve life
- protect the unconscious
- prevent injury or illness from becoming worse
- promote recovery

First aid is not to diagnose or treat conditions.

Emphasis must also be placed on prevention of injuries and illness in the first instance by encouraging responsibility and safe practices amongst all students and staff.

## PURPOSE:

This policy is in place to ensure that;

- the health needs of students and adults are supported and addressed in an appropriate manner
- First aid is administered according to DET guidelines, and the Occupational Health and Safety Act 2004

## IMPLEMENTATION:

### 1 First Aid Coordinator

A staff member, designated as the First Aid Coordinator, will be responsible for managing the following OHS first aid requirements;

- a Update the First Aid Risk Assessment Register
- b Review the First Aid Summary Sheet
- c Display the First Aid Summary Sheet on the OHS board and in the First Aid Room
- d Review staff first aid qualifications and coordinate training in consultation with the Principal  
HLTAID003 – First Aid Training (valid for three years)  
HLTAID001 – CPR (valid for one year)
- e Maintain a register of staff first aid qualifications and expiry dates
- f Coordinate Anaphylaxis and Asthma training in consultation with the Principal (refer to DET requirements)
- g Schedule and implement training in the Cleaning and Handling of Blood and Bodily Fluids
- h Check biohazards bin and sharps containers for safety and schedule clearance
- i Inspect and replenish first aid kits for yard duty use (refer to DET requirements)
- j Prepare first aid kits for events (refer to DET requirements)
- k Coordinate first aid duty rosters
- l Maintain the first aid room
- m Check the expiry date of stored medications such as Ventolin and EpiPens
- n Ensure health care and management plans for students with identified needs are up to date, displayed in accordance with DET requirements, and that relevant staff are made aware of the student's condition

### 2 First Aid Officers

Staff members designated as First Aid Officers will;

- a Be available throughout the school day, and at other times when authorised Department programs are being conducted
- b Provide first aid commensurate with competency and training
- c Record all first aid treatment given at the First Aid Room on the injury register and, complete the DET Injury Report Form for serious injuries and entry of information onto CASES21
- d Provide notification of injuries to parents/carers. All head, mouth and teeth injuries are to be reported to parents/carers and parents/carers are to be notified of serious injuries as soon as practical
- e Inform the Principal or person-in-charge of any serious injury including but not limited to; head, mouth and neck injuries, suspected and confirmed breaks, potentially infectious diseases, and any injury or illness that results in a student or staff member needing to leave the premises

### 3 All Staff Members

All staff members are to be familiar with the school's first aid policy and related implementation requirements, and;

- a Fulfill their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities
- b Treat minor injuries (scratches, abrasions bumps) in the classroom or playground using equipment from the yard duty first aid kits
- e Inform the Principal or person-in-charge of any serious injury including but not limited to; head, mouth and neck injuries, suspected and confirmed breaks, potentially infectious diseases, and any injury or illness that results in a student or staff member needing to leave the premises
- f Ensure that a staff member trained in first aid is nominated as the first aid leader for all activities that take place outside the school grounds
- g Refer all major injuries to a First Aid Officer and assist with care as required

### 4 First Aid Room

A first aid room will be provided for the storage of equipment and the treatment of injuries.

### 5 First Aid on Excursions and Camps

The teacher coordinating any excursion or camp, where students will be out of the school grounds is required to ensure that

- a One staff member with each group has first aid qualifications appropriate to the activity (refer to DET requirements)
- b A first aid kit/s is taken and that all staff know the location of the kit
- c Student medical information is available for all staff if needed (within privacy laws)

### 6 Advice Regarding Minor Non-LifeThreatening Injuries and Illnesses

In the event that further information is required regarding an illness or injury school staff will;

- a Consult with parents/carers
- b Seek advice from NURSE-ON-CALL or the Poisons Information Service

### 7 Emergency Situations

In an emergency situation school staff are required to act in accordance with their competence and training to fulfil their duty of care for all students. This includes;

- a Ensuring the safety of all students and shielding them from traumatic events
- b Notifying emergency services as soon as an emergency is identified (prior to contacting parents in an extreme emergency)
- c Documenting the emergency event and actions taken
- d Being involved in a de-brief following the event

#### RELATED POLICIES DET:

Asthma Kits  
Managing Open Wounds and Blood Spills  
First Aid needs  
First Aid Rooms  
Major First Aid Kits  
Portable First Aid Kits  
School Nurses and First Aid Coordinators  
Syringe Disposal/Injuries

#### RELATED LEGISLATION:

Occupational Health and Safety Act 2004  
Occupational Health and Safety Regulations 2017  
Model Work Health and Safety Regulations 2011  
First Aid in the Workplace Compliance Code 2008  
Children's Services Regulations 2009  
Education and Care Services National Law Act 2010