

# Policy & Procedures

## First Aid



### Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal, Tony Keeble, [anthony.keeble@education.vic.gov.au](mailto:anthony.keeble@education.vic.gov.au)

### Purpose:

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

### Scope:

- To administer first aid to students when in need in a competent and timely manner.
- To communicate student's health problems to parents 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 a Level 2 Provide First Aid certificate.

First aid for anaphylaxis and asthma is provided for in our schools:

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)

### Policy:

From time to time Outdoor School staff will need to administer first aid to students at school or out on adventure activities often in a remote environment. Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

### Staffing:

The Principal will ensure that Outdoor School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Outdoor School teaching staff will gain a Wilderness First Aid or equivalent. Education support staff are encouraged to partake in Level 2 'Provide First Aid' training.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. This list is reviewed annually.

### First aid kits:

Outdoor School will:

- Maintain a major first aid supplies cupboard, which will be located in the first aid room. The Fifteen Mile Creek Campus First Aid Room is located in the main office area next to the bathrooms. The Bogong Campus First Aid Room is located in Fainter Lodge on the second level at the top of the stairs.
- Enable teachers to maintain their personal first aid kit using the supplies from the first aid cupboard.

- Ensure first aid kits will be located throughout the school in the workshop, admin, kitchen, vehicles and first aid room.
- Allocate a person in a first aid role within the school to manage all first aid systems and stock.

### **Care for ill students:**

Students who are unwell should not go out on program.

If a student becomes unwell during the school day they may be directed to the sick bay and be monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

### **First aid management:**

- 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.
- All staff will have access to basic first aid management personal protective equipment, including blood spills kits and protective disposable gloves.
- All students attending Outdoor School will have provided a signed medical and consent form. A hard copy of the signed medical forms will be kept in the folder titled 24 hour contact and kept in the administration building, or kept with the 24hr contact person, and a copy will be scanned to file on the admin server. An electronic copy will be kept in the program week on the admin server. A summary of the medical forms will be available to all Outdoor School teachers via Cumulus and Vapour.
- 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.
- If a student experiences an altered level or complete loss of consciousness as a result of impact to the head (witnessed or not) then that student must be removed from the program and seen by a Doctor at the earliest possible time.
- If a student has a head impact injury combined with any of the following then that student must be removed from the program and seen by a Doctor at the earliest possible time. (vomiting, seizure activity, visual disturbance, weakness of limbs, clumsiness, confusion, unusual behaviour, severe headache not relieved with paracetamol, drowsiness)
- 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.
- Any injuries to a child’s head, face, neck or back must be reported to parents/guardian.
- Any injury or incident that prevents the child from participating in the class further must be reported to the parent.
- If first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.
- Whenever first aid treatment has been administered to a student, Outdoor School will use either:
  - the confidential log located in the first aid room to record the injuries or illnesses experienced by students that require first aid;
  - Cumulus or Vapour incident reporting system;

- Cases 21, if the incident or illness requires the information to be recorded on this system. The appropriate documentation will be passed through to the home school off the Cumulus system.
- Analgesics, including paracetamol and aspirin, will only be provided as per the Outdoor School paracetamol procedure. This is because they can mask signs of serious illness or injury.
- No medication including analgesics will be administered to students without the express permission of parents or guardians.

**Communication:**

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

- Included in staff induction processes.
- Included in our staff handbook/manual.
- Discussed at parent information nights/sessions.
- Hard copy available from school administration upon request.
- Published on the school website.

**Further information and resources:**

This policy should be read in conjunction with the following Department 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:

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)
- [Duty of Care Policy](#)
- Health Care Needs Policy
- Administration of Medical Policy

**Policy review and approval**

Policy last reviewed	23/05/2023
Approved by	Principal
Next scheduled review date	23/05/2027 – noting that the recommended review cycle for this policy is 3 to 4 years