FIRST AID POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Roger Blackwell at roger.blackwell@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 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's operational guidance for first aid management relating to COVID-19.

POLICY

From time-to-time Outdoor School staff might need to administer first aid to students at school or school activities.

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 in this register.

This list is reviewed as part of the annual review of our Emergency Management Plan.

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.
- 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/sun smart role within the school to manage all first aid systems and stock.
- Ensure that all teaching staff (16) have a portable first aid kit to be used for excursions and camp outs. The portable first aid kits will be stored in teacher backpacks.
- Enable teachers to maintain their personal first aid kit using the supplies from the first aid cupboard.

The First Aid Coordinator will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to First aid kits.

Care for ill students

Students who are unwell should not attend school or go out on Program.

If a student becomes unwell during the school day they may be directed to the sick bay and 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 room/sick bay area

Our school follows the Department'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.

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.
- 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. 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. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- 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)
- 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 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.
- Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Outdoor School will:
    - record the provision of first aid treatment in the confidential log located in the first aid room, in Cumulus or Vapour incident reporting system and 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.
    - if care was provided in response to a medical emergency or reportable incident, follow the Department's Reporting and Managing School Incidents Policy, including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

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.
For further information refer to the Department's Policy and Advisory Library: Medication

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
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

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 local 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

POLICY REVIEW AND APPROVAL

Policy last reviewed	1-May-2026
Approved by	Principal
Next scheduled review date	May 2030