



## *Wycheproof P-12 College*

### **FIRST AID POLICY & CARE ARRANGEMENTS FOR ILL STUDENTS**

#### **Rationale**

All staff at Wycheproof P-12 College will observe their duty of care to students by providing first aid treatment within the scope of their skill, expertise, training and responsibilities. The purpose of this policy is to ensure the school community understands our school's approach to first aid for students.

#### **Scope**

First aid applies to a broad range of medical situations where a person may be sick or injured and consists of specific knowledge and skills (e.g., what to do for each type of injury or illness) and the ability to assess a situation and make appropriate decisions (such as when to call for emergency medical assistance).

Guidance for specific illnesses and first aid emergencies such as Asthma and Anaphylaxis is specified in separate policies and individual student care plans.

*NOTE: 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.*

#### **First Aid**

First aid is a one-time, short-term treatment and requires little technology or training to administer. First aid can include cleaning minor cuts, scrapes, or scratches; treating a minor burn; applying bandages and dressings; and the use of drinking fluids to relieve heat stress. Staff are not expected to have expert knowledge about treatment for all medical conditions. Wycheproof P-12 College will ensure that sufficient staff have training in First Aid (HLTAID003). Trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training, and this list is reviewed annually. First Aid is required under the provisions of the Occupational Health & Safety Act 2004 and the DET First Aid and Infection Control advice see: Department resources. In an emergency, other staff may be required to help within their level of competence.

#### **General Care and First Aid management**

At times a student may feel unwell. If a student states they feel unwell they will be sent to the General Office where staff will:

- assess a range of signs and symptoms
- treat minor injuries only
- immediately seek emergency assistance if necessary
- contact parents/carers to request that they take their child home where necessary ( there is no designated sick bay at Wycheproof P-12 College)
- complete an Illness /Injury Parent Notification form or write a note in the student's diary.

Any student who is being assessed for injury or illness or waiting for parent/guardian will be supervised by a staff member at all times.

Staff may contact NURSE-ON-CALL (on 1300 60 60 24) for advice. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.

#### **Medication at school**

The College encourages the taking of medicines outside of school hours. Students who need to take medicines during school time are required to provide a Medication Authority Form completed by their doctor and other forms as per the Wycheproof P-12 Administration of Medication Policy:

- All students who have a diagnosis of asthma must have a current Asthma Care and Action Plan completed by their doctor. That plan has instructions regarding emergency use of inhalants to treat asthma.
- All students who have a diagnosis of anaphylaxis must have an ACSIA Individual Anaphylaxis Action Management Plan completed by their doctor. This action plan has instructions regarding emergency use of the student's adrenaline auto-injector.
- Students requiring medication for the treatment of diabetes must have a current Medication Authority Form and current Diabetes Victoria Management and Action Plan.
- All students who have an ongoing medical condition must have a current Health Support Plan on file.

#### **Accident & Emergency**

All teachers have the responsibility and authority to call an ambulance in an emergency.

Staff administering first aid should be familiar with the Department's first aid requirements and procedures as outlined in the Schools Policy and Advisory Guide -

<https://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>

### **Implementation:**

A sufficient number of staff (including at least one administration staff member) will be trained to a HLTAID003 certificate First Aid, and hold up-to-date CPR qualifications.

### **Equipment**

- First Aid equipment is available at the front office (bottom drawer of counter).
- An **AUTOMATIC DEFIBRILLATOR** is located at the southern entrance to the sports complex
- First aid supplies and portable first aid kits are located in the storage room adjacent to the General Office
- First Aid kits will contain equipment as per DET guidelines.
- First Aid kits are available for staff use during yard duty.

### ***First Aid kits are stored in:***

- Primary School (kitchenette); Art Room; Science Room; Home Economics Room; Technology Room; Music Room; Stadium; School Bus and Car.

A First Aid kit is to be taken on all camps and excursions.

A non-teaching staff member is designated to supervise and maintain the first aid area. This staff member is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid equipment

A confidential up-to-date register, of all injuries or illnesses experienced by students who require first aid will be maintained.

### **Infection control**

Staff will practice universal precautions such as hand washing and the wearing of gloves to reduce the risk of infection. Any child with injuries that are bleeding must have the wound covered at all times.

### **School camps**

Where possible, all school camps will have at least one staff member with First Aid training at all times. A first aid kit will be taken on all camps. All students attending camps or excursions are required to provide a signed individual student medical form on which is written details of any medical conditions and written permission for teachers to contact a doctor or ambulance if needed. The excursion health forms will be taken on the camp or excursion. Parents are responsible for ensuring that any medication to be taken by students on a camp or excursion is brought to the notice of the teacher in charge for supervision purposes and provide a completed Medication Management Authority form.

### **Staff competency**

Updates relating to asthma management will be provided annually. Staff who hold a CPR certificate will update this annually. A staff update for anaphylaxis will be held once a semester.

### **Communication**

Parents/guardians will provide an annual update of student medical records. An Asthma Care and Action Plan signed by the treating doctor is to be completed and provided to the College at the beginning of each school year. An Anaphylaxis Action Plan, signed by the treating doctor, is to be completed and provided to the College at the beginning of each school year.

- ***It is recommended that all students have personal accident insurance and ambulance cover. This will be communicated to parents / guardians via the College newsletter.***

The Illness /Injury Parent Notification form will include details about the nature of the injury, any treatment given, and the name of the teacher providing the first aid. If medical attention is required or the child cannot stay at school parents/guardian will be notified.

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.

Any student who, as a result of an injury at school: Requires treatment by a doctor/hospital or ambulance officer; has a serious injury to the head, face, neck or back; has an injury to be greater than “minor”, will be reported on a DET Accident/Injury form, and entered into the DET database, CASES 21.

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 under that policy.

**Evaluation:** This policy will be evaluated as part of the school’s review cycle: **August 2025**

**Basis of Discretion:** DET Guidelines, the needs of the students and the school community will be considered in the implementation of the First Aid Policy. See

<https://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>

**Articulation:** This policy should be read with reference to the: Medication Management policy; Asthma First Aid Policy, Anaphylaxis Management Policy; Diabetes Management Policy.

**This policy was last ratified by School Council: 16 November 2022**