



First Aid

Overview from DET School Policy Advisory Guide:

Teachers and principals must:

- Be familiar with the school's first aid procedures;
- Observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.
- Support first aid by ensuring the school's first aid needs are met by providing:
 - Asthma kits
 - First aid rooms
 - Major first aid kits
 - Portable first aid kits

Managing the following:

- Blood spills and bleeding students
- Syringe disposal/injuries.

Note: Where possible, first aid should only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

Schools can 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 from any land line in Victoria for the cost of a local call see: [NURSE-ON-CALL](#).

Rationale:

- All children have the right to feel safe and well and know that they will be attended to with due care when in need of first aid.
- The school has procedures for supporting student health for students with identified health needs (refer to College policy on: *Care Arrangements for Ill Students*) and will provide a basic first aid response as set out in the procedure below to ill or injured students due to unforeseen circumstances and requiring emergency assistance.
- These procedures have been communicated to all staff and are available for reference from the school office.

Aims:

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children'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 first aid certificate.

Implementation:

- Consistent with the Department's First Aid Policy and Procedures, the school has a dedicated Nurse as its First Aid Officer and names and details of staff members who can undertake that role; including their level of first aid training and first aid expiry dates.
- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications. Current list is provided in Attachment A.

- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- First aid kits will also be available in each wing of the College, as well as the staff room and administration offices.
- A College register listing students with high risk medical issues will be created and continually updated, indicating their specific health issue, medical intervention and any medicine taken. This register will be distributed to specific office areas of the College where this information could be required (e.g. Food Technology for students with food allergies).

Kambrya's School Nurse- duties and responsibilities

The School Nurse is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications. Their specific duties include:

- Participating in the risk management process within the school as part of the school's OHS requirements. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards.
- Providing first aid emergency awareness training for staff including emergency notification processes.
- Coordinating and maintaining first aid room and being responsible for the purchase and maintenance of first aid supplies, medical units, first aid kits, ice packs and student / staff medicines.
- Providing first aid services. This may include all or some of emergency life support including response to life threatening conditions which may occur in the school (e.g. cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury.
- Recording all first aid treatment. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given.
- Providing input on first aid requirements for excursions and camps.
- The School Nurse will be available at the school during normal working hours and at other times when authorised Department programs are being conducted.
- All injuries or illnesses that occur during class time will be referred to the School Nurse (or if absent, the administration staff) who will manage the incident, all injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty in the first aid room.
- A supply of medication for teachers will be available in a locked drawer in the First Aid room.
- Any children in the first aid room will be supervised by a staff member at all times.
- A Record of First Aid treatment will be maintained by the School Nurse and kept in the Sick Bay.
- Any student who is collected from the College by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form LE375, and recorded on the Department's injury management system on CASES21.

General Information

- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians before calling for medical attention except in an extreme emergency.

- No medication including headache tablets will be administered to children without the express written permission of parents or guardians.
- In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school; including professional treatment being organised (e.g. Ambulance).
- Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- Parents of ill children will be contacted to take the children home. Parents who collect children from the College for any reason (other than emergency) must sign the child out of the College via COMPASS.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- All College camps will have at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at the College.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the College to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.

Related policies

The policies within this section are:

- 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 Disposals/Injuries

Links and Appendices *(Including processes related to this policy)*

Links which are connected with this policy are:

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

<http://www.asthma.org.au/Default.aspx?tabid=102>

<https://www.allergyfacts.org.au/>

References:

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

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

Author	Keith Perry- College Principal and Nicole Topp- School Nurse
Approved by Kambrya College School Council	May 2018
Responsible for Review	Paul Looker- Assistant Principal and Nicole Topp School Nurse
Next Review Date	May 2021

Appendix A: List of First Aid Qualified Staff at Kambrya College

Staff Name	Level of First Aid	Date Qualified	Date of Renewal
JALIL AKBARIAN	LEVEL 2	12/2017	12/2020
FAYE ANSON	LEVEL 2	12/2016	12/2019
ROSS ARMSTRONG	LEVEL 2	06/2017	06/2020
MARK ARTIN	LEVEL 2	06/2017	06/2020
DEBORAH BLEE	LEVEL 2	12/2016	12/2019
KATE BEVIS	LEVEL 2	12/2017	12/2020
SHANNON CAVE	LEVEL 2	12/2017	12/2020
JAMES CHANTER	LEVEL 2	12/2016	12/2019
REBECCA COCHRANE	LEVEL 2	04/2016	04/2019
EDWARD COLLIER	LEVEL 2	09/2016	09/2019
ARIANNE DANTAS	LEVEL 2	12/2017	12/2020
MITCHELL DEKA	LEVEL 2	12/2017	12/2020
AMY DO	LEVEL 2	12/2017	12/2020
JESSICA DONNISON	LEVEL 2	11/2017	11/2020
SAMANTHA DOWNWARD	LEVEL 2	12/2016	12/2019
DOROTHY DUFFUS	LEVEL 2	12/2016	12/2019
VIVIENNE DUIGNAN	LEVEL 2	12/2015	12/2018
WILLIAM DUNCAN	LEVEL 2	12/2017	12/2020
SOPHIE ECCLES	LEVEL 2	06/2017	06/2020
MARGARET ELLIS	LEVEL 2	12/2017	12/2020
HANNAH FISHER	LEVEL 2	12/2016	12/2019
JESSICA FITZSIMMONS	LEVEL 2	12/2017	12/2020
LEANNE GRAHAM-LEE	LEVEL 2	06/2016	06/2019
SARMITA GUPTA	LEVEL 2	12/2016	12/2019
RAEWYN HARDIE	LEVEL 2	06/2016	06/2019
ALEXANDER HARDING	LEVEL 2	12/2016	12/2019
MELANIE HAZLE-GORDON	LEVEL 2	12/2016	12/2019
SARAH HEMPHILL	LEVEL 2	06/2016	06/2019
NICHOLAS HOFMANN	LEVEL 2	01/2016	01/2019
EMMA HORROBIN	LEVEL 2	01/2017	01/2020
CHRISTIE JEFFERIES	LEVEL 2	12/2015	12/2018
JACQUELINE JOHNS	LEVEL 2	12/2015	12/2018
REBECCA KENT	LEVEL 2	06/2017	06/2020
NIKKI KEWIN-TALBOT	LEVEL 2	10/2015	10/2018
KELLY KINSELLA	LEVEL 2	12/2017	12/2020
PAWAN KUMAR	LEVEL 2	12/2017	12/2020
YU LIANG	LEVEL 2	12/2015	12/2018
MANORI LIYANAGE	LEVEL 2	12/2015	12/2018
LISA LUCK	LEVEL 2	12/2016	12/2019
LEYA MACKUS	LEVEL 2	12/2017	12/2020
MARTIN MCDONALD	LEVEL 2	12/2015	12/2018
MARK MCQUEEN	LEVEL 2	02/2016	02/2019
KATHRYN MOONEY	LEVEL 2	12/2017	12/2020
RASHNI NAIDOO	LEVEL 2	12/2016	12/2019

EILEEN NESBITT	LEVEL 2	12/2015	12/2018
TRACY O'SHAUGHNESSY	LEVEL 2	12/2017	12/2020
CHRIS OUTHRED	LEVEL 2	06/2017	06/2020
PAM PADAYACHEE	LEVEL 2	12/2016	12/2019
LOES PARMA	LEVEL 2	12/2016	12/2019
SUSANNA PILLAY	LEVEL 2	12/2017	12/2020
KYLIE QUINN	LEVEL 2	12/2017	12/2020
ANDREW REEVES	LEVEL 2	12/2017	12/2020
SHANNON ROSCOE	LEVEL 2	12/2016	12/2019
DEBORAH RUSSO	LEVEL 2	12/2016	12/2019
AARON SAWERS	LEVEL 2	12/2015	12/2018
JASVINDAR SINGH	LEVEL 2	12/2016	12/2019
SANGEETHA SIVARAMAN	LEVEL 2	12/2016	12/2019
ADELE SMARRELLI	LEVEL 2	12/2016	12/2019
CAROLYN SMITH	LEVEL 2	12/2016	12/2019
JULIE SMITH	LEVEL 2	06/2016	06/2019
ROBERT STARK	LEVEL 2	06/2017	06/2020
KAY SYKES	LEVEL 2	12/2017	12/2020
REBECCA TAYLOR	LEVEL 2	06/2017	06/2020
TRACEY TAYLOR	LEVEL 2	07/2017	07/2020
REBECCA TEALE	LEVEL 2	04/2016	04/2019
JACQUI TOOHEY	LEVEL 2	12/2016	12/2019
NICOLE TOPP	LEVEL 2	12/2016	12/2019
POLYXENI TZIMORTAS	LEVEL 2	12/2017	12/2020
ADRIAN VIOLI	LEVEL 2	12/2016	12/2019
KATHLEEN WATSON	LEVEL 2	12/2017	12/2020
KIM WILKINSON	LEVEL 2	12/2015	12/2018
BRETT WILSON	LEVEL 2	06/2017	06/2020
JACQUELYN WINTER	LEVEL 2	12/2017	12/2020