



ELTHAM HIGH SCHOOL

POLICY *First Aid*

INTRODUCTION

It is a responsibility of Eltham High School to provide first aid for members of the school community including students, staff and visitors to the school.

PHILOSOPHY

Eltham High School has a responsibility to train and maintain an appropriate number of staff members who have First Aid qualifications as per Departmental Guidelines. The School also has a responsibility to maintain an accurate and current record of all students with identified medical conditions. Regular updates of medical conditions will be sought from parents and students to ensure the accuracy of the information.

POLICY STATEMENT

Eltham High School strives to achieve the following outcomes:

- To provide a basic first aid service to members of the school community where they can receive reassurance, comfort and short-term supervision;
- To provide the necessary resources and training to assist staff to effectively respond to initial treatment in the event of sudden illness or injury to students, staff or visitors;
- To encourage preventative measures which include the development of procedures to minimise emergency situations and to promote safety awareness;
- To establish and maintain a number of trained First Aid staff in the School, and share this information in the school community through the staff contact list.

GUIDELINES FOR IMPLEMENTING THE POLICY

Injuries and Illness

- Students, staff or visitors who are ill or injured are to report to the First Aid room or the General Office. They will be attended to by trained First Aid staff. The role of the First Aid Officer is to provide a basic first aid service to members of the school community where they can receive reassurance, comfort and short-term supervision.
- All injuries to students, staff and visitors will be recorded. Student injuries will be recorded on the Injury Management System on CASES21. Staff injuries will be entered on to eduSafe.
- Should the injury or illness be minor, students and staff will be treated with no planned followup.
- Should the injury or illness require the student to be sent home, the First Aid trained staff member will contact the parent/caregiver or emergency contact person as listed in CASES21. (Students have been instructed that they are not to contact parents themselves. This information has also been reported to families through the school newsletter).
- Should the injury or illness require the student or staff member to be transported to a medical practitioner, the parent/caregiver or emergency contact person will be phoned by the office staff and requested to collect the injured person. In the case of injured staff, another staff member may be nominated by the injured person to transport them to a medical practitioner.
- Should the injury or illness necessitate the transportation of the injured person by ambulance, the First Aid Officer or another First Aid trained staff member will call the ambulance and then contact the parent/caregiver or emergency contact person as listed in CASES21. A printout of student details (from CASES21) will be provided

to the paramedics in attendance. In the case of the school being unable to contact a parent/caregiver, a staff member will accompany a student in the ambulance to the hospital.

- The usual protocol for signing out of the school applies to students who are taken home owing to illness or injury.
(Note: In the case where a parent is unable to collect the student, emergency contacts as outlined in the student details on CASES21 will be contacted to collect the child.)
It is the responsibility of the First Aid Officer to maintain student medical records.
- All staff should follow the WorkSafe Victoria's Guidelines for incident notifications. This information is communicated to staff through the Staff Handbook and at the time of the incident by the First Aid Officer.

Equipment in First Aid room

- As per DET advice, at a minimum the First Aid room should contain:
 - Personal Protective Equipment (eye protection, gloves, apron/gown)
 - Resuscitation mask
 - Electric power points
 - Sharps disposal system
 - Biohazard Waste Container/ Sanitary Waste Bin
 - Work bench or dressing trolley
 - Storage cupboards
 - Sink (with hot and cold water) First aid kit appropriate for the workplace
 - Blankets and pillows
 - An upright chair
 - Desk and telephone
 - List of emergency telephone numbers
 - First Aid Summary Sheet or Emergency Management Contact Details Sheet clearly displayed
- An Automatic External Defibrillator (AED) will be available for use in the case of an emergency in the First Aid Room. It will be clearly visible and labelled. It will be checked monthly by the First Aid Officer to ensure optimal performance. Staff will be briefed annually through their HLT0001 (Provide CPR) training from an external provider on the correct use of an AED.
- The First Aid Officer is responsible to ensure First Aid equipment is maintained.

Students with identified medical issues

- There are a number of students that have identified medical issues; including anaphylaxis, diabetes, asthma and epilepsy.
- Where a student has a life-threatening medical condition, the family must provide the school with an Action Plan that has been developed with input from the family and medical practitioner.
- Action Plans are kept in the First Aid room with specific student medications (ie. EpiPen's, Ventolin inhalers) with a further copy in the main file in the general office. Further copies are available in relevant areas of the school including Sub-School office, Physical Education, Food Technology and Canteen areas.
- Students with severe medical conditions are identified on Compass class rolls for staff to access.
- Procedural treatment sheets for the management of specific injuries or medical conditions are prominently displayed in the First Aid room.
- Refer also to the School's Anaphylaxis and Asthma Management policies.

Medication

- Analgesics can mask signs and symptoms of serious illness or injury and are not, therefore, administered by the school, as a standard first aid strategy. Therefore, analgesics such as ibuprofen and paracetamol are not part of our first aid supplies.
- There may be situations where a parent/carer may wish to supply prescription medication to be administered at the school. To minimise the quantity of medication held at the school, it should be considered if the medication can be taken outside of the school day, for example medication required three times a day may be able to be taken before and after school, and before bed.

- All medication to be administered at the school must be in the original medication bottle or container and clearly labelled including the name of the student, dosage and time to be administered.
- All medication to be administered at the school should be accompanied by written advice (usually from the medical practitioner or pharmacist) providing directions for appropriate storage and administration. When administering prescription medication, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacist's label noting the name of the student, dosage and time to be administered.
- All medication provided for students by parents/carers must also be accompanied by a signed EHS Medication Authority Form providing written consent for the medication to be delivered to the student during school hours by the First Aid Officer.
- A medication log or equivalent official medication register should be kept and used by the person administering the medication.
- Further information on medication management available at <https://www2.education.vic.gov.au/pal/medication/policy>

Taking students out of the school with identified medical requirements

- It is the teacher's responsibility to find out about the medical requirements of students when planning excursions. This information is available online through Compass and can be accessed from the First Aid Officer in First Aid.
- The following procedures are in place for all camps and excursions;
 - Teachers are required to take a printed copy of the Compass Event Handbook which lists emergency contact details and medical conditions for students attending the event. In the event of an emergency this information must be available to staff attending the excursion.
 - It is the teachers' responsibility to collect a First Aid kit from the First Aid room prior to the excursion. They need to check that the First Aid kit contains appropriate Medical Plans for any student listed in the Event Handbook as having a medical condition and ensure that the First Aid Kit contains appropriate medication required. This needs to be signed out and signed in on return.
 - In preparing for the excursion or camp the teacher must identify whether the location of the event is considered remote. Further planning is required for remote locations.
- Teachers must always take a first aid kit when leaving the school (even if in the local area for Sport). The First Aid attendant will include student specific requirements and action plans in the first aid kits.

First Aid trained staff

- The School Council-employed First Aid Officer is well qualified to administer first aid.
- Staff willing to train or update their First Aid qualifications may do so as part of their Profession Development plan. Sessions are to be organised by the First Aid Officer through external providers.
- A list of trained First Aid staff will be maintained and kept in the General Office and in staffrooms around the school.
- The school provides briefings to staff on a regular basis on specific medical conditions – Anaphylaxis, Epilepsy and Asthma.

BASIS OF DISCRETION

The School Council has responsibility for the establishment, evaluation and review of school policies. The School Principal has the responsibility to ensure that school policies are implemented effectively.

Minor changes to the policy (changes that will not affect the spirit of the policy) may be made at the discretion of the Principal.

The Policy Review and Evaluation process will recommend any major changes to the policy to School Council.

RELATED POLICIES

DET School Policy & Advisory Guide – First Aid Needs

<https://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx>

DET Medication Policy

<https://www2.education.vic.gov.au/pal/medication/policy>

First Aid in the Workplace – Worksafe

<https://content.api.worksafe.vic.gov.au/sites/default/files/2020-02/ISBN-Compliance-code-first-aid-in-the-workplace-2008-09.pdf>

DET Excursion Support – First Aid

<https://www2.education.vic.gov.au/pal/excursions/guidance/first-aid>

DET Safety, Emergency and Risk Management

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

<https://www2.education.vic.gov.au/pal/risk-management-schools/policy>

Eltham High School Policies

- Anaphylaxis
- Asthma
- Camps & Excursions Policy
- Mobile Phone Policy
- Administration of Medication

REVIEW

This policy should be reviewed every 3 years.

Date Endorsed: 04/08/21

Executive Officer

Eltham High School Council

CONSULTATION PROCESS AND WORKING PARTY INFORMATION:

This policy was written by:

Fran Mullins

Updated by: Amy Luchetta & Fran Mullins

Consultation has taken place with the relevant group(s) in the following list:

Group	Consultation ✓
School Operations Committee	
Staff	✓
Students (randomly selected group)	
Parents (randomly selected group)	
Members of the Community	
Other (where relevant please specify)	
Planning and Policy Review Team of Council (Mandatory)	✓
School Council (Mandatory)	

