



First Aid Needs

Rationale:

To ensure schools meet their specific first aid needs to student at school or on approved school activities. Schools must provide:

- First aid facilities
- Ensure sufficient staff trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice.

Schools must ensure there is always a first aid officer who:

- Can assist an injured or ill person
- Has current qualifications covering all the school's first aid requirements.

Note: School nurses employed by school councils should be guided by the school's first aid policy.

Aim:

To ensure that the College is compliant to legislative requirements in the support of school staff and students requiring first aid treatment.

Implementation:

Definition:

First aid involves emergency treatment and support to:

- Preserve life through:
 - Clearing and maintaining open airways.
 - Restoring breathing or circulation.
 - Monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse.
 - Protect a person, particularly if they are unconscious.
 - Prevent a condition worsening.
 - Promote recovery.

Note: The goal of first aid is not to diagnose or treat the condition.

Meeting first aid needs:

This table describes how schools meet student first aid needs.

Circumstance

Description

Identified health Need

First aid requirements for students with identified health care needs should be explained in the Student Health Support Plan or Anaphylaxis Management Plan

To display a photo of a student and a description of their health care needs in a staff area, consent is required from:

- Parents/guardians
- The student, if they are at secondary school

Student feeling Unwell

If a student feels unwell schools should:

- Assess a range of signs and symptoms including:
 - whether the student has a fever
 - whether the students skin feels warm/hot to touch
 - if the student looks pale but has flushed cheeks
 - whether the student indicates that they feel hot

Note:

The specific temperature is not the main indicator

- take action based on the summary of signs and symptoms
- immediately seek emergency assistance, if there is:
 - any doubt about the student's condition, or
 - a sense that the student's condition is deteriorating.

Student has a Minor injury

When using an icepack to treat a minor injury such as a bump or bruise:

- Do not apply directly to skin
- Remove if pain or discomfort occurs and use a cold compress (towel or cloth rinsed in cold water) as an alternative.

Other injuries

When an injury causes a nose bleed then an ice pack should not be used instead a cold compress may be used.

In the following circumstances an icepack/cold compress should not be used and medical help should be sought (usually by calling an ambulance:

- Loss of consciousness, even if only briefly.
- A less than alert conscious state.
- Suspicion of a fracture.
- Suspicion of a spinal injury.
- Damage to eyes or ears.
- Penetration of the skin.
- Deep open wounds.

Identifying training requirements:

The need for first aid varies at each school. This table describes how principals determine the first aid training requirements for the school, camps and excursions.

Stage Description

- 1 Identify potential causes of injury and illness:**
 - Check the environment for any potential hazards
 - Review any incident, injury and 'near miss' data available
 - Consider the nature of activities undertaken
 - Consult with staff
 - Obtain specialist or external advice, if required.
- 2 Identify the training required to meet the assessed need. Consider:**
 - How many staff need to be trained?
 - What first aid competencies and training is required?
 - What are the responsibilities and duties of individual teachers?
 - Whether first aid duties may be shared across several members of staff

3 Identify the requirements for first aid kits including:

- How many kits are required?
- Are the kits easily identifiable?
- Who is responsible for maintaining the kits?

4 Plan for first aid rooms including:

- Who is responsible for the first aid room and its contents?
- Have all factors been considered?

Training:

Staff who practice first aid should have their position descriptions updated to reflect this extra responsibility. They must receive:

- Basic first aid training and where required, additional first aid modules to cover:
 - The health needs of students attending the school, such as asthma management, administration of an Adrenaline Auto-injector.
 - Excursions, specific educational programs or activities.

Related policies:

- Health Care Needs
- First Aid Rooms
- Major First Aid Kit
- Managing Open Wounds and Blood Spills
- Medical Emergencies
- School Nurses and First Aid Coordinators
- Syringe disposals/injuries

Department resources:

- First Aid and Infection Control
- Asthma
- Asthma Attacks: Treatment

References:

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

Evaluation:

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

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