

## First Aid Policy

### Overview

Teachers and principal 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.

The school support first aid by:

- ensuring the school's first aid needs are met
- providing:
  - asthma kits
  - a first aid room
  - major first aid kits
  - portable first aid kits
- managing:
  - blood spills and bleeding students
  - syringe disposal/injuries.

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.

### Aim:

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

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.

### Implementation:

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, see: [Department resources](#)

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.

Principals must ensure relevant staff receive additional training to meet student health needs.

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

### **Meeting first aid needs**

First aid requirements for students with identified health care needs should be explained in the Student Health Support Plan or Anaphylaxis Management Plan (see related policy).

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.

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.

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):

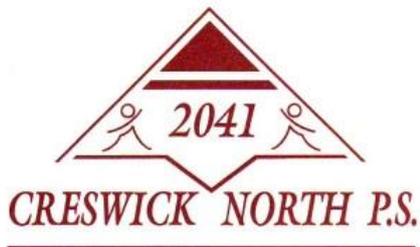
- loss of consciousness, even if only briefly
- a less than alert conscious state
- suspicion of a fracture
- suspicion of a spinal injury
- damage to eyes or ears
- penetration of the skin
- deep open wounds.

### **Training**

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

- basic first aid training
- where required, additional first aid modules to cover:
  - the health needs of students attending the school, such as asthma management, administration of the EpiPen; or
  - excursions, specific educational programs or activities.

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](#).



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### **Related DET policies**

The policies within this section are:

- [Asthma Kits](#)
- [Blood Spills and Bleeding Students](#)
- [First Aid Needs](#)
- [First Aid Rooms](#)
- [Major First Aid Kits](#)
- [Portable First Aid Kits](#)
- [School Nurses and First Aid Coordinators](#)
- [Syringe Disposals/Injuries](#)
- [First Aid, Anaphylaxis and Asthma Management](#)

### **Evaluation**

This policy will be reviewed every three years

### **Certification**

This policy was endorsed by School Council at the meeting held on 18<sup>th</sup> October 2017