



1. BACKGROUND

All injured persons must be provided with immediate and adequate treatment of injury and illness. The school's obligations include provision of asthma kits, an EpiPen®/Anapen®, a first aid room and portable first aid kits and include the management of blood spills and syringe disposal. All staff must be familiar with the school's first aid procedures and observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities. Schools must ensure there is always a first aid officer who can assist an injured or ill person and has current qualifications covering all the school's first aid requirements.

2. PURPOSE

- To ensure the school community understands our school's approach to first aid for students.
- To ensure the school responds appropriately to emergency medical situations.
- To ensure Williamstown Primary School staff observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.
- To ensure the school complies with legislation and DET policy and guidelines.

3. DEFINITIONS

"First aid" means 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, protecting a person, particularly if they are unconscious, preventing a condition worsening and promoting recovery. The goal of first aid is not to diagnose or treat the condition.

"School" means Williamstown Primary School.

4. PROCEDURES FOR IMPLEMENTATION

- From time to time Williamstown Primary School staff might need to administer first aid to students at school or school activities.
- Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.
- The Principal and all staff members must be familiar with the school's first aid procedures and will be briefed on general organisation matters at the start of the school year and as part of the induction process for new staff members.
- The Principal will ensure there is always a first aid officer who can assist an injured or ill person and has current qualifications covering all the school's first aid requirements.
- Where possible, first aid will only be provided by staff who have been designated as the first aid providers.
- WPS's trained first aid officers are listed in the Staff First Aid Register.
- All staff whether designated first aid officers or not will render first aid to the best of their ability in an emergency or if circumstances warrant.
- The Principal will ensure sufficient staff are trained in first aid under the provisions of the Occupational Health & Safety Act 2004 and the DET's First Aid Policy and maintain a register of trained staff. (Please refer to the attached OHS Minimum First Aid Facilities schedule.)
- Training includes basic first aid knowledge and where required additional first aid modules such as asthma management, administration of the EpiPen or specific training for excursions and other educational programs or activities.
- Training requirements for the school, camps and excursions are assessed according to the potential hazards in the environment and the nature of the activities being undertaken.
- The Principal will ensure relevant staff receive additional training to meet student health needs.
- The Principal will determine who has overall responsibility for the first aid room and its contents.
- Staff members who practise first aid should have their position descriptions updated to reflect this extra responsibility.
- If a student feels unwell or receives a minor injury, the first aid officer will assess the signs and symptoms and act accordingly including declaring the situation a medical emergency.

- In a medical emergency, staff will take action without waiting for the parent/guardian including calling 000.
- Once action has been taken, parent/guardians or the student's emergency contact and Security Services will be notified.
- Staff providing first aid may assess that an emergency response is not required, but medical advice is needed. In these circumstances, the school will ask the parents/guardians or emergency contact person to collect the student and recommend that advice is sought from a medical practitioner.
- Example: This response would apply if a student receives a blow to the head but there are no signs of concussion or reports persistent aches and pains.
- Upon the Principal's discretion and provided alternative supervision for remaining students can be arranged, a staff member will accompany a student transported by emergency services when one or more of the following applies:
 - a parent/guardian or emergency contact person cannot do so
 - the age or development of the student justifies it
 - the student chooses to be accompanied
- On the rare occasion when a school staff member has to transport a student to emergency care (such as when an ambulance is not available), at least two adults should accompany the student to ensure the driver is not distracted and the student can be constantly supervised
- Parents of ill students will be contacted to take children home and must sign the child out in accordance with the school's Collection of Children Policy.
- Parents of all students receiving first aid treatment from within the first aid room will receive a form detailing injury and treatment given.

First Aid Kits

- Williamstown Primary School will maintain:
 - A major first aid kit which will be stored in the Sick Bay.
 - Portable first aid kits which may be used for excursions, camps, or yard duty are also stored in the Sick Bay.
 - First aid kits will be maintained by the Chief First Aid Officer.

Care for Ill Students

- Students who are unwell should not attend school.
- If a student becomes unwell during the school day they may be directed to the sick bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

First Aid Management

- If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:
 - Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
 - In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
 - Staff may 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.
 - If first aid is administered for a minor injury or condition, Williamstown Primary School will record the treatment via Compass.
 - 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 via a phone call, 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.
 - Whenever first aid treatment has been administered to a student Williamstown Primary School will:
 - record the incident on Compass.
 - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.

- In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.
- Please refer also to the school's Emergency & Incident Reporting Policy, the Health Care Needs Policy and the Blood Spills Policy.
- References:
 - www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx
 - www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx
 - www.education.vic.gov.au/school/principals/spag/health/Pages/emergency.aspx
 - WPS Anaphylaxis Policy*
 - WPS Asthma Policy*

5. REVIEW AND POLICY HISTORY

This policy is due for formal review in July 2022 although it may be changed at any time as required after approval by School Council and the Principal or if guidelines change.

Policy History

Version Approval Date	Summary of Changes
September 2014	New Policy
May 2015	Revised after DET update December 2014
July 2019	Update

Site Characteristics	Minimum First Aid Requirements	
Less than 50 employees (and students)	1 first aid officer (minimum level 2 trained)	1 first aid kit
50 - 199 employees (and students)	2 first aid officers (minimum level 2 trained)	4 first aid kits
200 - 399 employees (and students)	4 first aid officers (minimum level 2 trained)	6 first aid kits
400 - 599 employees (and students)	6 first aid officers (minimum level 2 trained)	8 first aid kits
600 - 799 employees (and students)	9 first aid officers (minimum level 2 trained)	10 first aid kits and a first aid room with bed and stretcher
800 - 999 employees (and students)	12 first aid officers (minimum level 2 trained)	12 first aid kits (including specific "type of incident" treatment) and a first aid room with bed and stretcher
>1000 employees (and students)	16 first aid officers (minimum level 2 trained)	14 first aid kits (including specific "type of incident" treatment) and a first aid room with bed and stretcher
Where access is limited to medical and ambulance services (e.g. remote workplaces, school field excursions etc)	2 additional first aid officers for every category (minimum level 2 trained)	2 additional first aid kits for every category