



<b>Policy Title</b>	First Aid Policy		
<b>Date approved</b>	14/06/2016	<b>Review Date:</b>	June 2019
<b>Revision No:</b>		<b>Revision Date:</b>	

**Rationale:**

- Reservoir High School recognise it is our duty of care to offer and provide First Aid to all staff, students and visitors when required.
- Reservoir High School has a legal responsibility to maintain an accurate and current record of all students and staff with identified medical conditions. Regular updates of medical conditions will be sought from parents and students to ensure the accuracy of the information.

**Aims:**

- To offer and provide First Aid treatment where appropriate for all students, staff and visitors of Reservoir High School.

**Guidelines:**

- The school will designate an appropriate trained First Aid officer and will support them with adequate training to cover all areas including documentation.
- To ensure there are adequate and qualified First Aid staff available to provide First Aid during the school day.
- To ensure there is a visible and updated list in the office and staffroom of all qualified First Aid staff.
- To ensure that First Aid information is readily available and that all users of the school are aware of the way in which to call for help.
- To ensure that First Aid kits are available for use throughout the school by all staff and that they are regularly maintained by a designated staff member upon appropriate notification.
- That the school will continually monitor and oversee first aid and medical responses required for specific individuals and the general school cohort.
- It is the parents' responsibility to provide action plans/management plans of allergies, anaphylaxis, asthma and other medical conditions requiring action plans. The plans must be developed with input from the students, doctor, specialist and parents and provided to the school. Action plans are to be kept in the student's main file in the general office. Copies are to be posted in the staff room on a designated medical notice board, sub schools, gym and any other areas deemed relevant for the wellbeing of the individual. Updated action plans are to be followed up by the designated first aid officer/Anaphylaxis Supervisor in conjunction with the Wellbeing team, including checking expiry dates of equipment.
- All students with medical conditions are to be identified on Compass
- for staff purposes.

**Implementation:**

- All cases requiring First Aid will be assessed by the nearest member of staff and help provided immediately if necessary. If the staff member needs assistance, they should contact the nearest subschool or administration office.
- Once informed of an incident the First Aider will attend to the casualty without delay and provide emergency care and recommend additional treatment if necessary.
- Secondary aid will be sought if necessary and at the same time the parent/guardian or other appropriate adult will be informed.
- Should the injury or illness be minor, the person will be treated and sent back to class or cared for until sent back to class in the sub school or first aid room. Appropriate contact will be made with the parent / guardian /emergency contact person and documented appropriately.
- Should the injury or illness necessitate the transportation of the injured person by ambulance, the member of staff assessing the casualty will call the ambulance immediately and notify the administration office / nearest sub school / Principal team. Necessary contact will then be made with the parent/guardian/emergency contact as listed on Compass.
- Staff members who witness or attend to any student who is collected from school 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 staff member considers the injury to be greater than “minor” will complete the CASES21 Incident Notification Form found on Staff Share **S:\Admin\Student Information\Medical Information** and forward on to the General Office to be entered on CASES 21 Student Administration.
- Minor injuries or illness will be recorded in the First Aid Register/CASES/Compass by the subschool manager or general office and/or major accidents/illness requiring notification via CASES21 Student Administration will be maintained by the General Office.
- The usual procedure for signing out of the school applies to students who are taken home due to illness or injury. In the case where a parent is unable to collect the student, the student must be cared for at school until a parent / guardian or family member can collect the student from the school.
- As per Department guidelines, staff will not administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury, even with verbal consent from parents/guardians.

Schools should obtain written advice on a Medication Authority Form for all medication to be administered by the school. The form should be completed by the student’s medical/health practitioner ensuring that the medication is warranted. However if this advice cannot be provided the principal may agree that the form can be completed by parents/guardians or adult/independent students (see: [Department resources](#)).

**Note:** Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student’s health plan.

- No child, who is ill or injured, will be sent home without the knowledge of the First Aid officers/sub school managers.
- All appropriate precautions will be taken by the First Aider/support staff when cleaning up after an incident involving blood, vomit etc. (Biohazard spill kits are available at the general office and in all sub school offices.)
- Appropriate ES time and responsibility is in place to ensure First Aid equipment is maintained and that medical records are continually updated.

### ***Visits / Excursion out of the School***

- Reservoir High School must ensure that appropriate emergency and risk management planning is undertaken for all visits out of the school and excursions.
- As per Department First Aid guidelines, at least one staff member responsible for each group of students must have a first aid qualification.
- Staff must also have a first aid kit appropriate for the visit/excursion and activities undertaken.
- A first aid illness/injury notification book will be available in all first aid kits taken on visits/excursions.
- All staff involved in visits/excursions should be aware of any medical issues regarding the students on the visit. This should be communicated by the teacher in charge of the excursion.
- Appropriate action and management plans should be taken on all visits/excursions.
- Medicines relating to specific students will be given to the appropriate first aider overseeing the particular students on the visit/excursion and kept with them at all times.
- All medication relating to specific students taken on visits/excursions will be signed out and returned and signed in by the teacher in charge of the visit/excursion.
- Staff members who witness or attend to any student who is collected from out of school visits/excursions 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 staff member considers the injury to be greater than “minor” will complete the CASES21 Incident Notification Form found on Staff Share, **S:\Admin\Student Information\Medical Information** and forward on to the General Office to be entered on CASES 21 Student Administration.
- Any accidents/illness must be recorded by the attending staff member in the First Aid illness/injury notification book located in the first aid kit and any necessary contact is to be made with the parent/guardian/emergency contact as listed in Compass.
- Minor injuries or illness when required will be recorded on CASES/Compass by office staff and/or any major accidents/illness requiring notification via CASES21 Student Administration will be maintained by the General Office.

### **Training of Staff:**

- Reservoir High School will provide necessary training to all staff to update their First Aid qualifications as part of their Professional duties and Professional Development Plan.

### **Evaluation:**

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