

First Aid POLICY



Williamstown High School

Updated in 2021

First Aid Policy

1. Rationale

To ensure the school community understands our school's approach to first aid for students.

2. Purpose

From time to time Williamstown High 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.

First aid for anaphylaxis and asthma are provided for in our school's:

Anaphylaxis Policy

Asthma Policy

3. Implementation

The principal will ensure that Williamstown High School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Williamstown High School will maintain:

- A major first aid kit which will be stored in the sickbay rooms at both campuses.
- 20+ portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the sick bay rooms at both campuses.

The campus based first aid officers will be responsible for maintaining all first aid kits.

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 front office at either campus at Williamstown High School 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.

4. Specific procedures

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 High School will notify parents/carers by making a phone call or sending an email to parents and carers,
- 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 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.

First Aid Policy

- Whenever first aid treatment has been administered to a student Williamstown High School will:
 - Record the incident on CASES21
 - 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.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

5. Evaluation and review

Review and Monitoring of Policy

- This policy will be monitored by the Principal and first aid team who will ensure: All staff, students and families are briefed on the policy and promoted through our website, newsfeed and school newsletter.
- This policy is included as an agenda item for the Term 1, and Term 4 staff professional learning sessions each year.
- The policy will be checked each year and updated where appropriate.

6. Definitions & references

- The *Occupational Health & Safety Act 2004 (Vic)*
- Department of Education and Training, First Aid and Infection Prevention Control Procedure, www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx
- Department of Education and Training, School Policy and Advisory Guide – First Aid www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx
- Department of Education and Training, School Policy and Advisory Guide – Emergency and Critical Incident www.education.vic.gov.au/school/principals/spag/management/Pages/emergency.aspx
- WHS Anaphylaxis Policy
- WHS Asthma Policy
- WHS Administration of Medication Policy

7. Consultative process

- The policy was updated in line with DET's Policy Advisory Library and consultation undertaken to ensure accurate representation across both campuses by the Principals and first aid teams.
- Policy tabled at Principal meeting during term three 2021.

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2021
Approved by	Principal
Next scheduled review date	July 2025