



First Aid Policy

Introduction

Plenty River College (the College) is an independent, specialist senior secondary school, delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM). It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them.

Rationale

All College students have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid while at College.

Purpose

The purpose of this policy is to ensure that:

- College staff are aware of their responsibilities and duties to administer first aid or to care for ill students;
- the College maintains sufficient staff trained in first aid, and maintains appropriate First Aid supplies;
- the College communicates with parents about the emergency first aid treatment provided to their child; and
- College parents are aware of first aid arrangements and how their ill children will receive care.

Scope

This policy applies to all College staff, including volunteers and contractors, and to parents and students.

Definitions

Accident	An unexpected or unintentional event that may cause injury or ill health in a College staff member or student, and may involve damage to property.
Accident and Incident Register	A document that records all accidents and incidents at the College. It includes the investigation results, an assigned severity rating, and identifies the new processes or strategies put in place to prevent or reduce the impact of a future recurrence.
Action Plan	A plan drawn up by a medical/health practitioner prescribing emergency medical treatment or care provision if a student's health declines. Examples include ASCIA Anaphylaxis Action Plans, Asthma Action Plans and Diabetes Action Plans.
College environment	Means any physical or virtual place made available or authorised by the College Board for use by a student during or outside College hours, including: <ul style="list-style-type: none"> • A campus of the College • On-line College environments (including email and intranet) • Other locations provided by the College for a student's use (including without limitation, locations used for College camps, sporting events, excursions, competitions and other events).
Duty of Care	A non-delegable, moral and legal obligation to take reasonable steps to ensure the safety and wellbeing of students. Duty of care is both an organisational and an individual responsibility, meaning that it applies to: <ul style="list-style-type: none"> • the College as a legal entity; and • College Board members, staff, volunteers, contractors and visitors who have an individual responsibility to students.
First Aid Duty Roster	A schedule easily accessible to staff that identifies the First Aid Officer rostered on duty.
First Aid Officer	A College staff member who has received first aid training, appears in the College First Aid Duty Roster, and is able to suspend normal College work duties to: <ul style="list-style-type: none"> • assess students and others at College for possible first aid treatment in the event of an accident, injury, incident, emergency or illness; • provide first aid treatment to the limits of their training and

	<p>experience; and</p> <ul style="list-style-type: none"> • call for appropriate advanced medical assistance from a medical practitioner or ambulance as required.
First Aid Register	A document listing the names of all staff who have received first aid training, the type of training, the renewal date for their training, and their contact details.
First Aid Treatment Register	A document listing the treatment and care given to students in an emergency at College or attending the First Aid Room, the date and time treated, name of student, name of First Aid Officer and parent notification details.
Individual Anaphylaxis Management Plan (IAMPS)	Plan developed for students at the College who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction. This plan is developed in consultation with the students' parents.
Medication Authority Form	A form providing written permission for the College to administer (or allow the student to self-administer) medication. It is completed by a student's medical / health practitioner and provides medication information, including dosage and storage requirements.
Parent/s	Refers to parents, guardians, step-parents and/or carers as listed in the College Enrolment Form.
Staff	Refers to all employed staff, contractors and volunteers of the College.
Student Health Support Plan	Plan developed for students at the College who have an identified health support need. This plan is developed in consultation with the student's parents.
Student Support Group	A Student Support Group is normally made up of made up of the Deputy Principal/Curriculum Leader, relevant teachers and education support staff. If appropriate, the Student Support Group can seek family involvement and support from specialist consultants.
Student Support Team	The Student Support Team comprises youth welfare workers and education support workers. Other specialists such as the College psychologist or external case managers may also be included or consulted.
Parents	Includes parents, guardians, step-parents and/or carers as listed in the College Enrolment Form

Responsibility

1. The College Board is responsible for authorising this policy.

2. The Executive Principal is responsible for:
 - implementing this policy and related processes to support students, staff or others who become ill at College or require first aid treatment;
 - ensuring that student medical records are securely retained, and kept up-to-date;
 - ensuring that College staff are provided with basic first aid training and refresher courses;
 - updating the Accident and Incident Register;
 - ensuring that administration staff regularly check supplies in the first aid kits and order additional supplies as needed; and
 - completing a first aid risk assessment each term, and implementing strategies to keep students safe at College.
3. The Deputy Principal/Curriculum Leader is responsible for:
 - coordinating all situations where first aid treatment is supplied;
 - ensuring that teachers and other College staff are made aware of, and support, students with identified health care needs;
 - arranging first aid training for staff, and keeping the First Aid Register up-to-date;
 - maintaining a First Aid Duty Roster, and making it Accessible to all staff;
 - arranging a twice yearly first aid briefing for staff on the College's general first aid and emergency response procedures;
 - ensuring that unwell students are collected from College; and
 - speaking directly with parents to advise them where a child has been taken to hospital for further medical treatment, and/or where their child has injuries to their head, teeth, neck or back.
4. Teachers have a duty of care to administer first aid to a student when necessary, and to be able to identify students in their class with identified health care needs.
5. The Student Support Team is responsible for providing first aid and support where necessary.
6. First Aid Officers are responsible for:
 - being aware of their rostered duties;
 - assessing students and providing first aid treatment where appropriate;
 - ensuring that an ambulance is called in an emergency;
 - contacting the ill student's medical practitioner where required;
 - recording first aid treatments in the First Aid Treatment Register;
 - supervising the unwell student and caring for them in the First Aid Room;

- following infection control procedures when providing treatment or disposing of first aid waste;
- ensuring that medications are kept in a locked cupboard in the First Aid Room;
- ensuring that treatment is consistent with requirements in the student's medical information (e.g. Action Plans, Individual Anaphylaxis Management plan, Student Health Support Plan or a Medical Authority form);
- observing the effects of any treatment provided, and taking action if the student's condition worsens;
- (in conjunction with the Deputy Principal/Curriculum Leader) providing information to parents about their child's first aid treatment at College;
- ensuring that parents are contacted to collect students too ill to remain at College; and
- keeping the First Aid Room in a ready to use state (e.g. cleaning spills, ensuring first aid supplies are replenished if in noticeably short supply).

7. Administration staff are responsible for:

- keeping the first aid and spill kits in the First Aid Room stocked and ready, checking the on a monthly basis and on advice from a First Aid Officer;
- ordering first aid supplies as needed;
- checking that the First Aid Kit contains the nominated number of unused and unexpired general use autoinjectors, and that they have been labelled as "general use";
- notifying parents when their child is sick and requires collection from College;
- verifying the identity and custody arrangements of parents who are collecting an ill child; and
- ensuring that ill students are signed out of the College by their parent.

Implementation

The College has a duty of care to take all reasonable steps to ensure the safety and wellbeing of students in its care. The College has a range of policies and procedures to deal with student safety and health care including:

- **Anaphylaxis Management Policy** for students at risk of anaphylaxis or a severe allergic reaction;
- **Health Care Needs Policy** for students with identified health care needs who require additional support at College;
- **Administration of Medication Policy** for students who requires medication assistance during College hours;
- **Accident and Incident Reporting Policy** for managing accidents, incidents and injuries;

- ***Critical Incident and Emergency Management Policy*** to manage critical incidents and emergencies;
- ***Caring for Ill Students Policy*** to provide care for students who become ill at College or during College activities; and
- ***First Aid Policy*** (this policy) for medical emergencies.

Please refer to the list of related policies for other policies and information relating to the care and welfare of College students.

In order to be able to provide emergency first aid when necessary, College will:

- ensure that a minimum of 2 staff members are designated as First Aid Officers with a current first aid certificate for HLTAID003 Provide first aid (or its successor);
- ensure that as many other staff members as possible receive first aid training in HLTAID003 Provide first aid (or its successor);
- keep a First Aid Register of staff with first aid training, and provide a reminder to staff requiring refresher training;
- maintain a First Aid Duty Roster for designated First Aid Officers;
- maintain a First Aid Room that is adequately resourced (refer ***Appendix 3***);
- maintain records of accidents and incidents, including an Accident and Incident Register;
- maintain a record of first aid treatment provided in a First Aid Treatment Register (refer ***Appendix 2***);
- maintain at least two first aid kits in the First Aid Room (at least one being a portable kit for use on yard duty, excursions and camps), and a Spill Kit;
- hold at least two staff first aid briefings a year, to keep staff up-to-date on the College's general first aid and emergency response procedures;
- keep up-to-date medical information about students, including Student Health Plans and their associated Action Plans, and Medication Authority forms;
- ensure that all staff can identify students with a Student Health Support Plan, Action Plans, or Individual Anaphylaxis Management Plan, so that the prescribed treatments can be applied when necessary;
- ensure that parents are notified if a student has received first aid for an illness or injury (discretion applied for minor injuries or illness);
- convene a Student Support Group, if necessary, for students with identified health care needs; and
- undertake a first aid risk assessment (refer ***Appendix 4***) each term to identify risks to staff and students in the College environment, and to regularly review first aid resources.

First Aid Room

The College will maintain a First Aid Room that is easily accessible to staff, students and others. It will be located near an exit for access by ambulances (refer College map in **Appendix 6**), be clearly labelled and contain sufficient resources to meet College needs (refer **Appendix 3**). The sufficiency of resources will be reviewed each term using a First Aid Risk Assessment Checklist. (refer **Appendix 4**).

The First Aid Room will include a workstation area for the supervising First Aid Officer to maintain and securely store first aid records such as the First Aid Treatment Register and access student medical information. It will include a noticeboard area to display the First Aid Duty Roster and other emergency information, such as emergency telephone contact numbers and procedures.

First Aid Officers

First Aid Officers are College staff with up-to-date basic first aid training (such as HLTAID003 Provide first aid or its successor), who are able to temporarily relinquish their normal duties when required to provide initial care for injured or ill persons at College. First Aid Officers will be rostered on duty during College hours, and be responsible for using infection control practices in providing first aid and disposing of first aid waste. They are required to report illness or injury to the Deputy Principal/Curriculum Leader and record details of any treatment provided (including rest) in the First Aid Treatment Register.

Training

The College will encourage all staff to undergo first aid and anaphylaxis training, and renew their skills/competencies as required. Additional training may be required in relation to specific health conditions of students and staff (e.g. asthma) and risks most likely to cause injury or harm to staff and students (e.g. slips, trips and falls).

First Aid Register

The Deputy Principal/Curriculum Leader will maintain a register of all staff trained in first aid and ensure staff are reminded and assisted to update their training by the renewal date.

Maintenance of first aid kits

Administration staff will be required to check first aid kit contents against a First Aid kit Checklist (refer **Appendix 5**) on a monthly basis, re-order supplies when needed, and replenish the kits as soon as possible. They will also check the nominated number of unused and unexpired general use autoinjectors, and their “general use” labelling. First Aid Officers should advise Administration of immediate shortages.

First aid treatment

When an emergency arises, or a student becomes ill, the classroom teacher will:

1. call the designated First Aid Officer;
2. call triple zero “000” for an ambulance in an emergency;
3. provide immediate first aid treatment and support until the First Aid Officer arrives;

4. separate the injured/ill student from others (e.g. by asking Student Support Team members to take the other students to another room and provide supervision); and
5. advise the Deputy Principal/Curriculum Leader of injuries or emergency.

The designated First Aid officer will:

1. immediately collect the First Aid Kit from the First Aid Room and travel with safe haste to the emergency/injury/illness location;
2. assess the student and provide first aid treatment in situ if required (e.g. if the student has fainted or cannot walk). If able and safe, they will escort the student to the First Aid Room for assessment and treatment;
3. remain with the patient to supervise their care and observe reactions to treatment or rest (e.g. anaphylaxis reactions or worsening of symptoms) and take further action if required;
4. check the student's medical information (including Action Plans, Student Health Support Plan, Individual Anaphylaxis Management Plan, or a medical authority to administer medication) to ensure that treatment provided aligns with requirements;
5. record the treatment in the First Aid Treatment Register;
6. immediately call an ambulance if further emergency treatment or hospitalisation is required
7. if concerned (non-emergency), contact the student's medical practitioner for advice;
8. report the injury or emergency to the Deputy Principal/Curriculum Leader (who will immediately notify parents of the emergency medical treatment or hospitalisation of their child, and report injuries to the child's head, neck, teeth or back);
9. notify (or arrange to notify) parents to collect the patient (non-emergency situations) where the student is too ill to remain at College ; or
10. otherwise determine when the patient can safely return to class.

Emergency situations

The First Aid Officer will remain with the student and provide emergency support until relieved by ambulance officers. A staff member will accompany the student to hospital and stay with the student until a parent is available.

Parent collection of sick students (non-emergencies)

When a First Aid Officer has identified a student as requiring medical assistance, or as being too ill to remain at College, Administration will contact parents and request they collect their child from College. Parents must arrive at reception, prove identity, and sign their child out of College. The First Aid Officer on duty will escort the student to reception and provide information about the treatment provided.

Suspected COVID-19 infections

If a student is suspected of having COVID-19 symptoms, they will be immediately separated from other students according to the process identified in the College COVID-19 Management and

Safety Plan. The First Aid Officer and other staff in direct contact with the student will immediately don protective equipment (such as gloves and a face mask if not already wearing one) and follow infection control procedures and other actions identified in the College COVID-19 Management and Safety Plan.

Parents will be immediately advised, and requested to collect their child from College. Parents must personally arrange for their child to undergo a COVID-19 test, and then follow the isolation instructions provided by the Health Department.

Communication

1. This policy will be communicated to the College community through the College website.
2. All staff, including casual relief staff and volunteers, will be briefed twice per year about this policy.
3. College staff will be informed of College first aid responsibilities and procedures through:
 - attending the College induction program for new staff;
 - receiving a copy of this policy at the first staff meeting at start of the College year;
 - the College Teacher Handbook (for teachers);
 - accessing the OHS Noticeboard; and
 - training programs and professional development activities on accident and incident management and reporting.
4. The wider College community will receive pertinent updates through the College newsletter.

Appendices:
<p>Appendix 1: First Aid Register (template)</p> <p>Appendix 2: First Aid Treatment Register (template)</p> <p>Appendix 3: First Aid Resources</p> <p>Appendix 4: First Aid Risk Assessment</p> <p>Appendix 5: First Aid Kit Checklist</p> <p>Appendix 6: College Map</p>
Related Policies
<ul style="list-style-type: none"> • Accident and Incident Reporting • Anaphylaxis Management • Bullying and Harassment Prevention • Camps and Excursions • Caring for Ill Students • Coronavirus • Critical Incident and Emergency Management • Duty of Care • Health Care Needs • Student Engagement, Wellbeing and Inclusion
Relevant Legislation
<ul style="list-style-type: none"> • Education and Training Reform Act 2006 (Vic) • Education and Training Reform Regulations 2017 (Vic) • Health Records Act 2001 (Vic) • Occupational Health and Safety Act 2004 (Vic)

Appendix 1: First Aid Register (template)



First Aid Register (template)

Family name	First name	College role	Course	Completion date	Renewal date
Example: Bloggs	Joe	Teacher	HLTAID03 Provide first aid HLTAID001 Perform cardiopulmonary resuscitation	25/03/2021 25/03/2021	25/03/2022 25/03/2024

Appendix 2: First Aid Treatment Register (template)



First Aid Treatment Register (template)

Student name	Date and time	Treatment and medication provided	Name of First Aid Officer	Ambulance called (Y/N)	Medical Practitioner called (Y/N)	Parents notified (Y/N)

Appendix 3: First Aid Resources

Part A: First Aid Room Requirements

- ☐ Be clearly identified – a white cross on a green background
- ☐ Be designated specifically for first aid purposes e.g. have a bed, couch or recliner, with blankets and pillows
- ☐ Be located to provide easy access to ill/injured persons
- ☐ Be stocked with the required contents
- ☐ Be well illuminated and ventilated
- ☐ Include a locked cupboard for medications (e.g. student medications, analgesics for staff)
- ☐ Have easy access for an ambulance
- ☐ Have easy access to toilets
- ☐ Have emergency telephone numbers prominently displayed
- ☐ Have a list of first aid officer(s) names and contact numbers clearly displayed
- ☐ Have the location made aware to all staff, students and others.

Part B: First Aid Kit and Spill Kit Requirements

The number of first aid kits kept will depend on the number of staff and students, activities being undertaken, location of activities, hazards resulting in injury/illness, and the health conditions of staff and students. The contents of first aid kits should match the types of injuries and illnesses likely to occur at the activity location.

- ☐ Kits should be located in prominent and accessible positions
- ☐ Location of first aid supplies should be communicated to all employees
- ☐ Kits should not be locked
- ☐ Appropriate kits should be available for yard duty
- ☐ Additional portable first aid kits should be available for yard duty, excursions and other activities such as sport, camps and emergency evacuations. The contents may vary depending on the nature of the hazard in the area (e.g. rural, sporting, etc.)
- ☐ First aid kits should be clearly identified by a suitable sign or label
- ☐ Additional first aid kit modules (eye, burn modules, etc.) should be provided where particular hazards exist (e.g. kitchen).

Appendix 4: First Aid Risk Assessment



First Aid Risk Assessment

This risk assessment must be completed each term by the Executive Principal, and be used to review the College's first aid resources as required. Where additional hazards are identified, new risk controls must be established and risk assessment matrices updated.

Question	Yes	No
First Aid Officers		
1. Are adequate numbers of first aid officers available during high risk times such as yard duty?		
2. Are adequate numbers of first aid officers available during excursions and camps?		
3. Can first aiders reach the scene of an accident quickly in all areas of the school?		
4. Are first aiders available to cover school events such as concerts, functions and sporting activities?		
5. Are there strategies in place to cover annual leave and other absences of first aid officers?		
6. Are first aid officers aware of the infection control procedures?		
First Aid kits		
7. Are there hazards or health concerns for which an extra first aid kit or specialised treatment is required (e.g. chemicals, potential for burn, asthma or anaphylaxis)?		
8. Number and location of kits		
9. Are there additional kits for excursions and camps?		
10. Are there additional kits for yard duties?		
11. Is there additional first aid equipment needed (e.g. Automated External Defibrillator)?		
First Aid Room		
12. Do the existing first aid facilities adequately cover the most common type of injuries?		
13. Is the first aid room in close proximity to high hazard areas?		
14. Is the first aid room well signed, easily accessible and close to toilets?		
Hazards		
15. Do staff members (including cleaners and contractors) work alone?		

Question	Yes	No
16. Do staff work outside normal work hours (including weekends)?		
17. Are there risks from manual tasks?		
18. Are there risks from slips, trips and falls?		
19. Is there a risk of contact with bodily fluids or other biohazards (e.g. providing first aid or managing students with special needs)?		
20. Are there risks from animals (e.g. dogs, chickens, cats, cattle, sheep, snakes, etc.)?		
21. Are there risks from hazardous substances and dangerous goods?		
22. Are there risks of injury from machinery and equipment?		
23. Are staff at risk of Occupational Violence?		
24. Are activities conducted in remote locations?		
Access to medical services		
25. Is medical assistance easily accessible (consider realistic potential delays in emergency services assistance)?		
26. Is there a major hospital close by?		

Recommendations and actions

First Aid requirements	Recommendations
Number of kits	
Location of kits	
Contents of kits	
Number of first aid officers required	
Level of training required for first aid officers	
Provision of a first aid room required	

Executive Principal name and signature	
Date	

Appendix 5: First Aid Kit Checklist



First Aid Kit Checklist

This checklist must be completed monthly by Administration. Kit contents may be altered as recommended by the Executive Principal.

PART A: Standard First Aid Kit

Item	Quantity	Type	Expiry date	Refill?
Appropriate and current first aid manual	1			
Gauze swabs	100	7.5 x 7.5cm		
Sterile saline ampoules	12	15ml		
	12	30ml		
Paper towels	1 packet			
Sterile un-medicated non-adhesive dressings	8	5 x 5cm		
	4	7.5 x 7.5cm		
	4	10 x 10cm		
Combine pads	12	10 x 10cm		
Band aids – non-allergic/plain	1 packet			
Single use Nitrile gloves	3 packets	As required		
Steri strips (“butterfly” stitches)	1 packet			
Adhesive tape – non-allergenic/paper	1 roll	5 x 2.5cm		
Conforming bandages	2	2.5cm		
	2	5cm		
	6	7.5cm		
	2	10cm		
Triangular bandages	6			
Crepe bandages (hospital weight)	2	2.5cm		
	2	5cm		
	6	7.5cm		
	2	10cm		
Heavy elastic bandages	2	15cm		
Ventolin puffer	1			
Spacer device for Ventolin use (not reusable)	1			
70% alcohol swabs (for cleaning reusable items as required)	1 packet			
Written instructions on asthma management				
Resuscitation face mask (reusable)	1			
Medicine measure	1			
Stainless steel scissors	1			
Heavy duty pair of scissors able to cut through clothing if necessary	1			
Sharps/Biohazard container for contaminated waste	as appropriate			

Item	Quantity	Type	Expiry date	Refill?
Plastic bags for disposal of contaminated waste	as appropriate			
Tweezers	1 packet			
Gel packs (kept in refrigerator)	2			
Adhesive sanitary pads	1 packet			
Flexible "sam" splints	1 set			
Safety pins	1 packet			
Thermal blanket	1			
Blanket and sheet	1 of each			
Antiseptic hand wash/germicidal soap	1			
Box of paper tissues	1 box			
Ice cream containers or emesis bags for vomit	as appropriate			
Book to record details of first aid provided	1			
Non-stick un-medicated wound dressings	4	small		
	4	medium		
	4	large		
Sterile eye pads	1 packet			
Eye wash bottle	1			
Burns Module (non-stick gel padded dressing with bandage attached)	4 modules			
Spare auto - injection device	as appropriate			

Kit checked by	
Date	

PART B: Excursion First Aid Kit

Item	Quantity	Type	Expiry Date	Refill?
Appropriate and current first aid manual	1			
Single use nitrile gloves				
Gauze swabs		7.5 x 7.cm		
Sterile saline ampoules		15ml		
		30ml		
Paper towels				
Sterile un-medicated non-adhesive dressings		5 x 5 cm		
		7.5 x 7.5cm		
		10 x 10cm		
Combine pads		10 x 10cm		
Band aids – non-allergic/plain				
Steri strips (“butterfly” stitches)				
Adhesive tape – non-allergic/paper		5 x 2.5cm		
Conforming bandages		2.5cm		
		5cm		

Item	Quantity	Type	Expiry Date	Refill?
		7.5cm		
		10cm		
Triangular bandages				
Crepe bandages (hospital weight)		2.5cm		
		5cm		
		7.5cm		
		10cm		
Heavy elastic bandages		15cm		
Ventolin puffer				
Spacer device for Ventolin use (not reusable)				
70% alcohol swabs (for cleaning reusable items as required)				
Sterile eye pads				
Resuscitation face mask (reusable)				
Medicine measure				
Stainless steel scissors		medium		
Heavy duty pair of scissors able to cut through clothing if necessary				
Disposable splinter probes				
Sharps container for waste				
Tweezers				
Chemical cold packs (no refrigeration required)				
Adhesive sanitary pads				
Flexible "sam" splints				
Safety pins				
Thermal blanket				
Antiseptic hand wash/germicidal soap				
Box of paper tissues				
Ice cream containers or emesis bags for vomit				
Plastic bags for disposal of contaminated waste				
Book to record details of first aid provided				
Non-stick wound dressings (padded dressing with bandage attached)		small		
		medium		
		large		
Resuscitation masks (disposable)				
Spare adrenalin auto - injection device	as appropriate			

Kit checked by	
Date	

PART C: Spill Kit

Items	Quantity	Type	Expiry Date	Refill?
Single use nitrile gloves	1 packet			
Paper towels	1 packet			
Single use plastic bags	As appropriate			
Detergent				
Absorbent material "kitty litter"				
Biohazard waste bin				
Eye Protection (Glasses)				
Gown				

Kit checked by	
Date	

Appendix 6: College Map

