



### POLICY TITLE: FIRST AID POLICY

### DEVELOPED/REVIEWED BY

School Nurse  
HR Manager

### REVIEW SUMMARY

Existing Policy forwarded to School Nurse to be reviewed for accuracy and checked against current legislation.

### DOCUMENT DEVELOPMENT PROCESS

This document was reviewed by the School Nurse and Human Resources Manager in September 2024 as a part of a cyclic review.

### RATIONALE

The King David School has a responsibility to provide a safe work environment for all members of the School community. The School has a particular duty of care for the safety of students.

Appropriate first aid facilities, training and resources are in place at the School to meet the first aid needs of staff, students and others either on the premises or in School approved activities, including those activities that take place off site or out of school hours.

### DEFINITIONS

<b>first aid</b>	Emergency treatment provided to employees, students and others who suffer injury or illness while at work/school, using the facilities or materials available at the time. In the case of severe injury or illness, members of staff are not required to diagnose or treat the condition. A first aid officer will carry out the appropriate first aid procedures.  Diagnosis and treatment are the responsibility of the attending ambulance officer or medical practitioner.
<b>first aid officer</b>	Staff members who have current first aid qualifications and are designated to provide initial care of ill or injured staff students, or others.

### PRINCIPLES/GUIDING PRINCIPLES

Appropriate first aid facilities to meet the needs of staff, students and others must be in place in the School and for School approved activities, including off site activities such as camps and excursions, and out of hours events.

Sufficient staff must be trained under the provisions of the Occupational Health and Safety Act 2044 to ensure adequate provision of first aid based on the number of students, the activities being undertaken and the environment.

<b>Name of Document: First Aid Policy</b>	<b>Version No. 2</b>	<b>Date: September 2024</b>	<b>Authorised by:</b>
---	----------------------	-----------------------------	-----------------------

It is the responsibility of the Principal or their delegate to ensure that designated first aid officers have completed the recognised training.

A first aid officer with current first aid qualifications is available on-site to respond and assist an ill or injured person.

The School will undertake a risk assessment to ensure that sufficient staff with relevant training are available depending on the student population, proximity to medical facilities, and the nature of activities being undertaken.

Additional training for anaphylaxis management will be undertaken by all staff.

First aid for anaphylaxis, asthma and concussion are provided for in the School:

- Anaphylaxis Policy
- Medical Management Policy
- Concussion Policy

## PROCEDURES

### **First aid facilities**

The Principal ensures that first aid facilities are in place on campus to meet the needs of staff, students and others. For activities such as camps and excursions, a risk assessment is conducted to ensure an appropriate first aid response can be provided.

There is a First Aid Room located in both the Junior and Senior School behind Reception, which operates during normal school hours. The First Aid Room is staffed by a qualified nurse at the Senior School and by First Aid trained staff at the Junior School.

### **First aid training for staff**

The minimum training requirement is HLTAID011 – Provide First Aid. This certificate is to be renewed every three years. In addition, the refresher in Provide Cardiopulmonary Resuscitation (CPR) HLTAID009 must be completed each year. First Aid and CPR training will be facilitated by the School.

Staff are to attend two briefings on anaphylaxis management conducted at the School by the School Nurse. In compliance with Ministerial Order 706, it is required that all staff undertake the Australasian Society of Clinical Immunology and Allergy (ASCI) e-training course and have their competency in using an adrenaline auto injector tested in person within 30 days of completing the course. Staff are required to complete this training every two years.

A register of first aid training is kept by the School Nurse. Sufficient staff must be trained under the provisions of the Occupational Health and Safety Act 2004 (Vic.) to ensure adequate provision of first aid, based on the number of students in the school or engaged in activities being undertaken in the school environment.

### **First aid Kits**

First aid kits can be located in the first aid room both at the Junior and Senior School. The kits are maintained regularly by the School Nurse, who will ensure that they are adequately stocked for camps, excursions and school approved activities.

Each First Aid Room will be fully equipped in accordance with the Worksafe compliance code; First Aid in the workplace.

The School will also maintain:

- 12 portable first aid kits (Large), 10 (Small) for use in excursions, camps or yard duty
- The portable first aid kits will be stored in the First Aid Room
- The School nurse is 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 First Aid Room and monitored by the School Nurse or designated First Aid officer. Depending on the nature of their symptoms, staff may contact parents/carers/guardians 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 or staff member:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency, 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/guardian consent to do so. Staff may contact Triple Zero “000” for emergency medical services at any time
- Staff may also contact NURSE-ON-CALL (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, staff may notify parents/carers/guardians if the nature of the injury or condition is a concern
- If first aid is administered for a serious injury or condition, or in an emergency situation, staff will attempt to contact parents/carers/guardians or emergency contacts as soon as reasonably practicable
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, staff will contact parents/carers/guardians or an emergency contact person, recommend that advice is sought from a medical practitioner and if immediate medical attention is required, request parents/carers/guardians to collect the student
- Whenever first aid treatment has been administered to a student, The King David School will:
  - o Record the incident on the MyKDS Portal
  - o If first aid was administered in a medical emergency, report the incident to the School Nurse, Principal and Head of School. In the case of a notifiable incident based on WorkSafe criteria (for example, someone being admitted to hospital). WorkSafe Victoria must also be advised
  - o Where first aid is administered to a student with a Medical Management Plan, the Plan will also be reviewed annually and in response to the particular incident

## **Administration of First aid for head injury**

Please refer to the School's Concussion Policy for further information.

## **Communication with parents/carers/guardians**

The School requires parents to provide up-to-date and accurate medical information relating to students, including information about conditions such as anaphylaxis, asthma and diabetes. Parents are requested to provide this information annually, prior to camps and excursions if the child's medical condition changes since the information was provided.

Records of incidents, injuries and first aid treatment are documented. First aid records are retained within the school and in line with School policies for information recordkeeping, retention and disposal.

An incident report will be completed when first aid is administered. This report will be kept in the school and copy provided for the parent/carer/guardian of the student upon request.

Parents/carers/guardians are notified as soon as possible if required to collect an ill or injured student from the school. When a parent/carer/guardian cannot be contacted, the Principal will contact the emergency contact nominated by the parent/carer/guardian.

## RESPONSIBILITY

- Principal
- Heads of School
- School Nurse

## RELATED LEGISLATION

- Occupational Health and Safety Act 2004 (Vic.)
- Occupational Health and Safety Regulations 2017 (Vic.)

## RELATED POLICIES

- Anaphylaxis Policy September 2024
- Medical Management Policy September 2024
- Concussion Policy

## RELATED DOCUMENTS

- [Department of Education and Training Victoria First Aid Content Checklist](#)
- [WorkSafe- First Aid in the Workplace](#)

## NEXT REVIEW

September 2026