

First Aid Requirement and Implementation Policy

Purpose

This policy is designed to ensure that Urban College carries out specific care arrangements and first aid needs for students when attending the College or on an (UC) Excursion or Experience.

Aim

- To ensure that staff are trained sufficiently in first aid under the provisions of the Occupational health and safety Act 2004 and the Department's First Aid and Infection Control advice.
- To ensure that first aid facilities are provided.
- To ensure that Anaphylaxis and Asthma Management Kits are provided for emergencies.
- To ensure that sufficient staff are trained in first aid under the provisions of the Occupational Health & Safety Act 2004 and the Department's First Aid and Infection Control advice.
- To ensure that staff response to a first aid issue is appropriate.
- To ensure that appropriate first aid equipment is always available when needed.

First Aid Definition

First aid involves 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.
- protect a person, particularly if they are unconscious.
- prevent a condition worsening.
- promote recovery.

Note: The goal of the first aid is not to diagnose or to treat the condition.

Implementation

First Aid Officer's Obligations:

The First Aid Officer is responsible for:

- Assisting Teachers and Staff to support student health and wellbeing.
- Ensuring all students requiring support have a student health & wellbeing plan and the appropriate first aid response noted in the plan.
- Ensuring that processes are followed and student's emergency contact details are up to date.
- Ensuring that all medications that may be held for a student's medical needs are within their use-by-date.
- Working with staff to conduct regular reviews of care strategies and risk assessment processes and develop new care strategies to raise awareness in the school community about health and safety issues to strengthen the care response provided.

First Aid Response

Identified Health Need:

First aid requirements for students with identified health care needs will be documented in the;

- Medical Management Plan; including Diabetes, Epilepsy, dietary intolerances and disease management.
- Anaphylaxis Plan
- Asthma Management Plan.

A photo of each student and a description of their health care needs are provided to First Aid officers, teachers and other staff as deemed necessary.

Care of a student who is unwell or injured:

- If a student is sick or injured, the First Aid Officer must be notified.
- Unwell or injured students may be required to leave the classroom and wait in the sick bay/first aid room where they must be supervised by a learning assistant or support staff member. The classroom teacher or teacher on duty must ensure supervision is in place.
- If a student requires first aid, the First Aid Officer attending will arrange for supervision until the student is able to return to class or ready to go home.
- If they are not well enough to return to class, the parent/guardian will be contacted to collect the student or to make arrangements for their return home.
- In the event of a student needing immediate medical attention, staff will attempt to contact the parent to advise them.
- If the student needs to lie down a bed, clean linen, pillow and blanket are available in the first aid room.
- Details of actions taken will be recorded on COMPASS and if required, an incident report form will be completed.
- If a student is sick or injured outside class time (eg at lunch time), the student is to attend the office or Well Being Hub to seek medical assistance.

Student feeling unwell

If a student feels unwell, the first aid trained staff member will:

- assess a range of signs and symptoms including:
 - whether the student has a fever,
 - whether the students skin feels warm/hot to touch,
 - if the student looks pale but has flushed cheeks,
 - whether the student indicates that they feel hot.
- take action based on the summary of signs and symptoms
- immediately seek emergency assistance, if there is:
 - any doubt about the student's condition, or
 - a sense that the student's condition is deteriorating.

Student has a minor injury

A first aid trained staff member will apply first aid as appropriate.

- First Aid equipment and materials are located at reception and in the first aid room.
- Ice packs are located in the freezer in the wellbeing space and in the staff room.

An ambulance will be called in the following circumstances:

- loss of consciousness, even if only briefly
- a less than alert conscious state
- suspicion of a fracture
- suspicion of a spinal injury
- damage to eyes or ears
- penetration of the skin
- deep open wounds

Asthma/Anaphylaxis Management

Asthma/Anaphylaxis emergency first aid kits are available at the office. Kits must be taken on off-site activities/excursions.

First Aid Equipment

First aid materials are located in the first aid room with some basic supplies stored at reception and in the staff room. Any medication provided by a student's parent/carer or adult/independent student is to be stored separately from the first aid equipment.

Portable first aid kits are available for excursions and camps. These kits contain ice-packs, vomit bags, an EpiPen, bandages, gloves, sterile saline sachets, gauze, band aids, Ventolin and spacers, a resuscitation face mask and sanitary items.

Portable First Aid Excursion Bags

Contain Items like;
tapes, alcohol wipes, Band-Aids, bandages, disposable spaces, Ventolin, antiseptic creams, sanitary items, resuscitation mask, saline, sunscreen, thermal blanket, wound dressings, vomit bags as well as an in date EpiPen.

The First Aid Room

Contains all items in the first Aid Excursion Bag as well as Gel Burn Sachets, amputated parts bag, eye care equipment, gauze swabs, hydralite, icepacks, splinter probes etc.

For a comprehensive list of the contents recommended by Health Victoria is available via

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidkit.aspx>

Associated Documents

- First Aid Policy
- Anaphylaxis Policy
- Asthma Policy
- Student Health and Wellbeing Plan
- First Aid Equipment Checklist
- Distribution of Medication Policy
- Medication Authority Form
- Medical Information Form

First Aid Requirement and Implementation Policy			
Policy Update:		6/5/2025	
Consultation with Board:		13/5/2025	
Endorsed by:	Principal	Endorsed on:	13/5/2025
Scheduled Review Date:		May 2027	