



Introduction

The King David School has a responsibility to protect the health and safety of each individual at all times. All students have the right to feel safe and well, knowing that they will be attended to with due care when in need of first aid. Our health and safety policies and practices affect an individual's physical and psychological health and safety.

Scope

The First Aid Policy is important not only for children, families and staff, but relates to every person who enters the School's premises or uses the School's equipment.

Policy statement

The King David School has a duty of care to provide all persons with a safe and healthy environment.

Our School defines 'first aid' as the initial care of the ill or injured, where someone has had an accident or is suffering from a sudden illness and needs help until a qualified health care professional, such as a doctor, registered nurse or ambulance officer, arrives.

The First Aid Policy, procedures and practices are designed to support staff to:

- preserve life;
- Provide first aid, not diagnose or treat the condition;
- ensure that ill or injured persons are stabilised and comforted until medical help intervenes;
- monitor ill or injured persons in the recovery stage;
- apply further first aid strategies if the condition does not improve; and
- ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.

The following incidents are examples of when first aid is required:

- life threatening injury or illness, such as loss of consciousness leading to respiratory or cardiac arrest;
- choking and/or blocked airway;
- allergic reaction, such as anaphylactic reaction to nuts or seafood;
- injury to the head, back or eye;
- bleeding or bone fracture;
- high temperatures and febrile convulsions;
- asthma attack;
- burns (including sunburn);
- excessive vomiting leading to dehydration; and
- poisoning from either hazardous chemicals, substances, plants or snake or spider bites.

The King David School recognises that first aid responses to people suffering from an emotional or psychological condition are also important. The conditions can include:

- severe stress resulting from a workplace or personal situation;
- anxiety attack; and
- emotional breakdown and loss of reasoning.

It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement the School's First Aid Policy, procedures and practices.

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Our School also complies with OHS National Standards, codes of practice, Australian Standards and best practice recommendations from recognised authorities.

The procedures relating to the First Aid Policy are on the School's Staff Portal.

The strategies, procedures and practices documented in the First Aid Policy reflect the School's Occupational Health and Safety (OHS) Policy.

First aid qualifications

- The following staff receive accredited First Aid training and annual refresher courses in CPR and the treatment of Anaphylaxis and Asthma from a professional First Aid training organisation (valid for three years):
 - All full-time Primary Homeroom teachers;
 - All full-time Secondary teachers who take Sport, Physical Education or attend School Camps;
 - All part-time teachers who take Sport or Physical Education;
 - All School receptionists.
 - First Aid Officer
 - School Nurse
- Copies of first aid qualifications are stored with staff records.
- The School keeps a current list of those persons who hold first aid qualifications in each School Reception Office.
- At least one staff member with first aid qualifications attends all excursions.

School Nurse

The School Nurse is required to undertake a coordinating role maintaining standard medical provision, student medical records and parent notifications.

Specific duties include:

- Participating in the risk management process within the school as part of the schools OHS team. This includes contributing to risk management solutions and providing feedback or injury reports to help identify persistent or serious hazards. Incidents are to be investigated, which may result in modifications to a work or play area.
- Identifying the medical condition/s of all students at the beginning of each school year ensuring parents complete the online medical form
- Providing first aid emergency awareness training for staff.
- Coordinating first aid training for staff including ASCIA Anaphylaxis and Asthma training.
- Maintaining first aid room and first aid kits around the school and first aid backpacks, bumbags and the camp bag.
- Recording all first aid treatment and communicate to parents/carers when required. The first aider should respect the confidential nature of all information given and recorded.
- Providing input on first aid requirements for excursions and camps
- Being available at the school during normal working hours.
- Being responsible for the purchase and maintenance of first aid supplies, first aid kits and general upkeep of the first aid room.

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Preventative Measures

The School Nurse/First Aid officer in consultation with Principal will:-

- Actively seek information to identify students with severe life threatening allergies at enrolment.
- Conduct a risk assessment of the potential for accidental exposure to allergens while the student is in the care of the school
- Meet with parents/carers to develop an Individual Anaphylaxis Management Plan for the student. This includes documenting practical strategies for in-school and out of school settings to minimise the risk of exposure to allergens, and nominating staff who are responsible for their implementation
- Request that parents provide an ASCIA Action plan that has been signed by the student's medical practitioner.
- Ensure that parents provide the student's EpiPen and that it is not out of date
- Ensure that staff obtain training in how to recognise and respond to an anaphylaxis reaction, including administering an EpiPen.
- Provide information to all staff so that they are aware of students who are at risk of anaphylaxis, the student's allergies, the school's management strategies and first aid procedures.
- Encourage ongoing communication between parents/carers and staff about the current status of the student's allergies, chronic illness, the school's policies and their implementation.

Procedures for Medical Treatment

- In serious emergency incidents parents/carers' will always be informed as quickly as possible of their child's condition and of the actions taken by the school.
- It is the policy of the school that all injuries to the head are to be reported to the parents/emergency contacts regarding the injury.
- Laminated, colour coded cards requesting First Aid Treatment in an emergency
- The first aid rooms will provide basic equipment and stock to treat a number of injuries including:
 - An up-to date first aid book
 - Wound cleaning equipment, including sterile saline ampoules, disposable towels and cotton swabs
 - Wound dressing equipment
 - Lotions and ointments for minor cuts and burns not including antiseptics as they are no longer recommended.
 - Spare blue reliever puffer, e.g Ventolin and a disposable spacer
 - EpiPens for general use, not students own.
 - Students own medication
 - General medication stock including Paracetamol and Antihistamines.

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Staff Implementation:

If there is a situation or incident which occurs in the school environment 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 Hatzolah and or Triple 000 for emergency medical services at any time.
- If first aid is administered for a minor injury or condition, The King David School will either notify parents/carers by phone and or log in details of injury onto the portal.
- If first aid is administered for a serious injury or condition, 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 from school or activity and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student The King David School will:
 - Record the incident in the student portal
 - Record the incident using the relevant documentation
 - If first aid was administered in a medical emergency, report the incident to the school nurse.

Emergency Response Plan

The School has implemented an emergency card system for use at school. A laminated red card which reads “Epipen Required Immediately” and a yellow card which reads “Medical Emergency, Assistance Required” will be kept in every classroom in the Displan pocket, and in the Yard Duty bag. If no adults are available to assist, the teacher will direct a student to take the card to the front office and hold it up for the receptionists to see. The receptionists will immediately respond by getting the epipen and IAM Plan (if name of student is known) and/or the First Aid kit and follow the student back to the child requiring assistance.

- If a student complains of pain or injury after a fall or accident, teachers should seek advice from a trained First-Aider.
- If there are any symptoms that suggest serious problems e.g. Visual distortion, numbness, dizziness, extreme lassitude, instigate the Emergency Response Plan.
- In the case of suspected asthma attack, if students have their own medication this should be administered first. Students are not to bring medicines (apart from asthma inhalers, epipens, insulin or other prescribed medication) to school without written parental permission and First Aiders must not administer medicines or pain killers without written parental permission. (See Medication Policy).
- Special Action Plans for children with known illnesses such as diabetes, asthma and anaphylaxis are kept in students’ emergency files held in the campus office and must be displayed in the staff common room.

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- Where possible, only staff trained in the administration of the epipen will administer it, however, as it is imperative that it is administered asap after the reaction, anyone may follow the instructions on the students Individual Anaphylaxis Management Plan.

Please note: If we are to err at all, we must err on the side of caution. Do not treat students' requests for first aid support in a dismissive way. Each health or wellbeing problem that a student brings to you, must be fully and seriously considered and appropriate attention provided.

WHENEVER A STUDENT IS INJURED OR INVOLVED IN AN ACCIDENT AT SCHOOL, THE APPROPRIATE REPORT IS TO BE FILLED OUT IN THE ACCIDENT/INJURY REGISTER IN THE CAMPUS OFFICE AND COPIED TO THE HR MANAGER

First aid action response

1. Remove all objects of danger and establish safety.
2. Keep the injured child/person calm.
3. Dial 000 for appropriate emergency vehicle.
4. Perform First Aid as required or directed by 000.
5. Call parents or emergency caregivers.
6. A staff member remains with the injured child/person at all times, including in the ambulance.
7. Alert the Head of School.
8. Alert Security if relevant.
9. Alert the Principal.

Poisons Information Centre

The Poisons Information Centre telephone number 131126 is displayed:

- In every Displan, which is posted in every room on campus
- next to every telephone in the Campus Reception office; and
- where dangerous products are stored.

First aid kits

First Aid kits are located in each Campus First Aid Room and checked for items on a regular basis and after every excursion and camp. Records are kept in the office. Portable First Aid kits are also located in the First Aid Room. They are used on excursions or for emergency evacuations.

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