



Little Yarra  
STEINER SCHOOL

## Student Care: First Aid

[February 2019]

First aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

First aid equipment includes first aid kits and other equipment used to treat injuries and illnesses.

First aid facilities include the first aid room, clean water and other rooms used for administering first aid.

[adapted from Safe Work Australia]

In cases where a child is ill or injured and requires medical attention, a staff member with Level 2 First Aid training, or above, will attend to the needs of the child and, where appropriate, have the child accompanied to the first aid room.

In cases where it is determined that external medical attention is required, and depending on the urgency, parents, guardians, listed emergency contacts, or an ambulance may be called as appropriate.

In essence:

- first aid should be administered to students in a competent and timely manner;
  - Students' first aid treatments are communicated to parents whenever necessary and records of any treatments recorded in the medical section of a student's file on the database;
- and:
- appropriately stored equipment and facilities are available for the provision of first aid needs (inclusive of anthroposophical treatment options where appropriate);
  - sufficient staff are trained for Level 2 First Aid or above (hereafter 'first aider') and for an accredited anaphylactic management training, with a register regularly updated and displayed in the First Aid room and included in the *Emergency Management Plan*;
  - information about students (including risk of anaphylaxis) is collected upon enrolment and updated at least annually with regards medical conditions, medication, and permissions to administer or refer a student to medical professionals when deemed necessary. Students with special medical needs (including students at risk of anaphylaxis) are also included and updated in the *Emergency Management Plan*;
  - alterations to this policy will be communicated to all staff through the memo.

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## **General notes**

A first aider is available during school hours from 8:30 am to 4:00 pm on school days. The school will provide the opportunity for any staff to undertake or renew Level 2 First Aid and/or Anaphylaxis Management accredited training. Where appropriate needs arise, the school may also provide opportunity for staff members to have a higher level of training (for example, staff regularly involved in camps or outdoor education).

First aid kits are located in each classroom from K – 6, as well as in the secondary staff room; music room; technology shed; gymnasium; library; science room; and in each bus owned by the school. These are audited at the end of each year by being returned to the First Aid room, replenished or updated as necessary and returned to their respective locations before the beginning of the following year.

Comprehensive first aid kits, to be used on camps, are also in the possession of camp co-ordinators.

Any first aider using items from first aid kits should ensure these are replenished on a needs basis from supplies kept for that purpose in the First Aid room. The First Aid room also includes its own comprehensive supply of first aid materials, as well as access to information regarding student medical conditions and permissions.

A designated first aider (Barry Sharman) is responsible for the purchase and maintenance of first aid supplies and kits, ice packs, the general upkeep of the First Aid room, and updates to student medical files on TASS.

Any student in the First Aid room is to be supervised by a first aider until either collected by a parent or guardian, ambulance, or rejoining their class.

## **Procedures**

In case of a medical emergency, an ambulance should be called immediately whilst also attending to the immediate needs of the student.

Injuries or illnesses occurring during school time are referred to a first aider, and records of treatment, inclusive of date, injury, and actions updated on TASS. If actions are taken outside the First Aid room, the first-aider needs to complete an incident report in order for the TASS student files to be properly updated.

Medications (e.g., pain relief) will only be administered to students for whom the school has received written permission. Verbal confirmation from the parent would also normally be sought prior to administering permitted medications on any day.

Where a child is unable to resume class following attention by the first-aider, parents will be contacted to collect the student.

Excursions will include access to anaphylactic, asthma, or other relevant equipment for students who have IAMP and ASCIA medical action plans. Camps are to follow the relevant details in the Camp Policy document.