

## The Avenue School

### Policy & Procedure Document

Policy number	4.11	Version	1.0
Drafted by	J. Claringbold	Approved by Board on	25/06/2024
Responsible person	Principal	Scheduled review date	25/06/2027
Policy Area	Student Welfare		

#### Title: First Aid

##### Purpose

The Avenue School is committed to ensuring that every care is taken to prevent accidents. However, in the event of a staff member, student, volunteer or participant at the school having an accident or becoming ill, every attempt will be made to ensure responsive care is applied to that person.

##### Policy

All teachers, youth workers and student support workers are required to attend in-house first aid training annually. Training is undertaken to ensure sufficient staff members hold first aid qualifications as may be required on-site and for school activities undertaken off-site. First Aid training will include the anaphylaxis qualification and updates as appropriate.

The Avenue School has a designated First Aid Officer who holds Level II First Aid qualifications. The First Aid Officer is responsible for maintaining First Aid systems including equipment and supplies. The names and location of the designated First Aid Officer and any other First Aid qualified staff members are displayed at Reception.

If a person has an injury/accident whilst attending The Avenue School a first aid qualified staff member will administer first aid as appropriate and provide comfort and support as required. Every reasonable attempt will be made to notify parents/guardians (or parent nominated emergency contact) as soon as practically possible. For adult staff members or students over 18 year, consent is required via medical forms/enrolment forms or personal permission. The person nominated as emergency contact must be notified as soon as possible.

The injured or ill person must be supervised until they recover or until either an emergency service arrives, or an emergency contact person collects them.

If a student is sick or injured, the Principal 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 the youth worker 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 Aider attending will arrange for supervision until the student is able to return to class or ready to go home. This may be the First Aider, youth worker or student support worker.

All accidents and illnesses will be recorded on an Incident/Injury Report Form and kept on the person's file and in the Accident and Incident register held by the Principal. Incident/Injury Report Forms are available at the office or on the shared electronic drive.

Page No:	1	Date:	8/12/2024
First Aid Policy			

Details of a major accident/illness such as broken bones, burns, bites, asthma attacks, and anaphylactic episode must be recorded on the Accident and Incident Register by the Principal.

Notifiable incidents must be reported to Worksafe using the Worksafe Victoria Incident Notification Form.

**In the Event of an Accident:**

1. Assess the situation, danger and injury.
2. Reassure the injured person.
3. Administer First Aid, referring to individual medical management/emergency plan where relevant & call an ambulance if required.
4. Ensure the parent/guardian in the case of a child or emergency contact is informed as soon as possible.
5. Complete an Incident Report.
6. Evaluate the accident and the future steps that could be taken for prevention.

**First Aid Equipment and Supplies:**

First aid equipment and supplies are available at first aid stations located at the office and in the sick bay. Portable first aid kits to be used for off-site activities, excursions and events.

Medication provided by a student’s parent/guardian or adult/independent student is to be stored separately from the first aid equipment. It will be kept separately and securely in the office.

A comprehensive list of recommended contents are available via:  
<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/resources>

Portable first aid kits are available for excursions and yard duty. These kits should contain; two pairs of single use nitrile gloves, sterile saline sachets or ampoules for irrigating eyes and minor wounds, gauze and band aids and a resuscitation face mask.

First aid kits are audited monthly by the designated first aid officers and replenished as required.

**Associated documents:**

- Care Arrangements for Ill Students
- Student Supervision

Page No:	2	Date:	8/12/2024
First Aid Policy			