



# First Aid Policy

### **PURPOSE:**

1. To provide operational policy direction to the staff and volunteers at the School.

### **BACKGROUND:**

2. Hilliard Christian School seeks to establish and maintain high-level professional standards in relation to all its activities and areas of responsibility. This includes all academic, student welfare, discipline and management issues.
3. This policy is in accord with the School's "Vision", "Mission" and "Philosophy" documents as published and in line with School Council Policy.

### **ISSUES/COMMENT:**

#### ***Rationale:***

Schools provide procedures to manage first aid situations or injuries arising from accidents involving students, members of the school community and visitors to the school. Prompt and appropriate first aid can minimise the injury and promote recovery.

#### ***Aims:***

- To provide quality first aid facilities and procedures when people are injured or suffer an acute medical condition at school or school related function
- To provide quality first aid to all students
- To ensure adequate communication with parents about the student's health problems when considered necessary
- To provide supplies and facilities for first aid
- To maintain a sufficient number of staff members with a current and relevant first aid training including Level 2 First Aid Certificate and training for allergic reactions such as anaphylaxis, asthma and diabetes.

### **IMPLEMENTATION:**

The school will adopt a four-phase approach to first aid:

#### **Responsibility**

- Work, Health and Safety Committee/All Staff: will ensure compliance with the procedure and adequate financial resources for first aid training, equipment and ongoing supplies.

## Hilliard Christian School – First Aid Policy

- Designated First Aid Officer: to apply current first aid skills, record first aid treatments and maintain first aid kits.
- All teaching staff, canteen director, first aid officers and bus drivers are to complete all required and relevant First Aid Courses as outlined by the Department of Education, Children & Young People.

### Procedure

- The First Aid Officer and WHS Coordinator will assess the first aid needs of the school to identify the need for first aid supplies and training. This assessment shall consider first aid injuries that have occurred and the type of hazards likely to result in injuries requiring first aid.
- First Aid kits shall be kept unlocked and be readily available to all employees. A designated employee will be responsible for the supervision and supply of the kits.
- First aid kits are placed in all specialist areas within the school. A more comprehensive supply of basic first aid materials will be stored in the First Aid Officer's work area.
- The contents of the kit shall reflect the hazards at the school and likely injuries, while also being stocked in accordance with compliance requirements.
- Student's personal medication and first aid supplies will be stored in a secure location at Reception and maintained by the First Aid Officer.
- Injuries/illnesses requiring treatment shall be recorded on the First Aid Register in SEQTA (Student Management Portal) by the designated first aider.
- A sick bay will be always available for use.
- Supervision of the sickbay will form part of the First Aid Officer's duties. Any students in the sickbay will always supervised by the first aid officer and/or administration staff.
- All injuries or illnesses that occur will be referred to the school First Aid Officer who will manage the incident.
- If students present with Covid-19 symptoms their parents will be called and they will be asked to collect their student.
- Any student with injuries involving blood must have the wound covered at all times.
- Medication will only be made available to students with the express written permission of parents or guardians. Records of medication dispensed will be maintained and held at Reception.
- Those students requiring additional stress relieving medication need to be assessed by a minimum of 2 first aid officers before administration of parent provided medication. When additional medication has been given it needs to be logged in SEQTA and parents are to be notified by SMS.
- For all injuries/illnesses, the administration staff must contact the parents/guardians so that professional treatment may be organised. Any injuries to a student's head, face, neck or back must be reported to parents/guardians. If parents/guardians cannot be contacted an ambulance will be called.
- For critical incidents involving serious student accidents, procedures as outlined in the Critical Incident Management Policy are to be followed, particularly regarding handling the media.
- Medical emergencies while on camps are to be handled as per risk assessment guidelines as outlined in the Excursion Policy

## **Hilliard Christian School – First Aid Policy**

- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance or where the First Aid Officer considers the injury to be greater than minor will be reported on Seqta - Medical.
- At the commencement of each year, requests for updated First Aid information will be sent home including requests for any student medical emergency management plans, (Asthma and Anaphylaxis, Diabetes) high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses, and medications throughout the year. Parents are required to provide an up-to-date photograph for the ASCIA action plan.
- All students are covered by the schools' student personal accident plan 24 hrs a day, 365 days a year.
- The principal or First Aid Officer will complete an annual Asthma Risk Minimisation Template for all students affected by Asthma and Anaphylaxis at Hilliard Christian School based on information from the student's medical practitioner provided by the parent/carer.

It is a requirement of staff to read in conjunction with the First Aid policy the Anaphylaxis Policy, Asthma Policy and Diabetes Policy and adhere to all policies and implement procedures as required.

A complete and up to date list of students identified as having a medical condition can be found in Seqta.

### **Training**

- Staff and the responsible first aid officer shall receive training so that they are knowledgeable about the first aid requirements.
- On induction and at regular intervals, all employees are expected to hold appropriate first aid qualifications and shall be briefed as to the location of the first aid kits and whom to approach for first aid treatment.

### **Evaluation**

This policy will be ratified by the Hilliard Christian School Council each year.

### **DIRECTION:**

ALL staff and volunteers comply with this Policy.

### **RELATED DOCUMENTS**

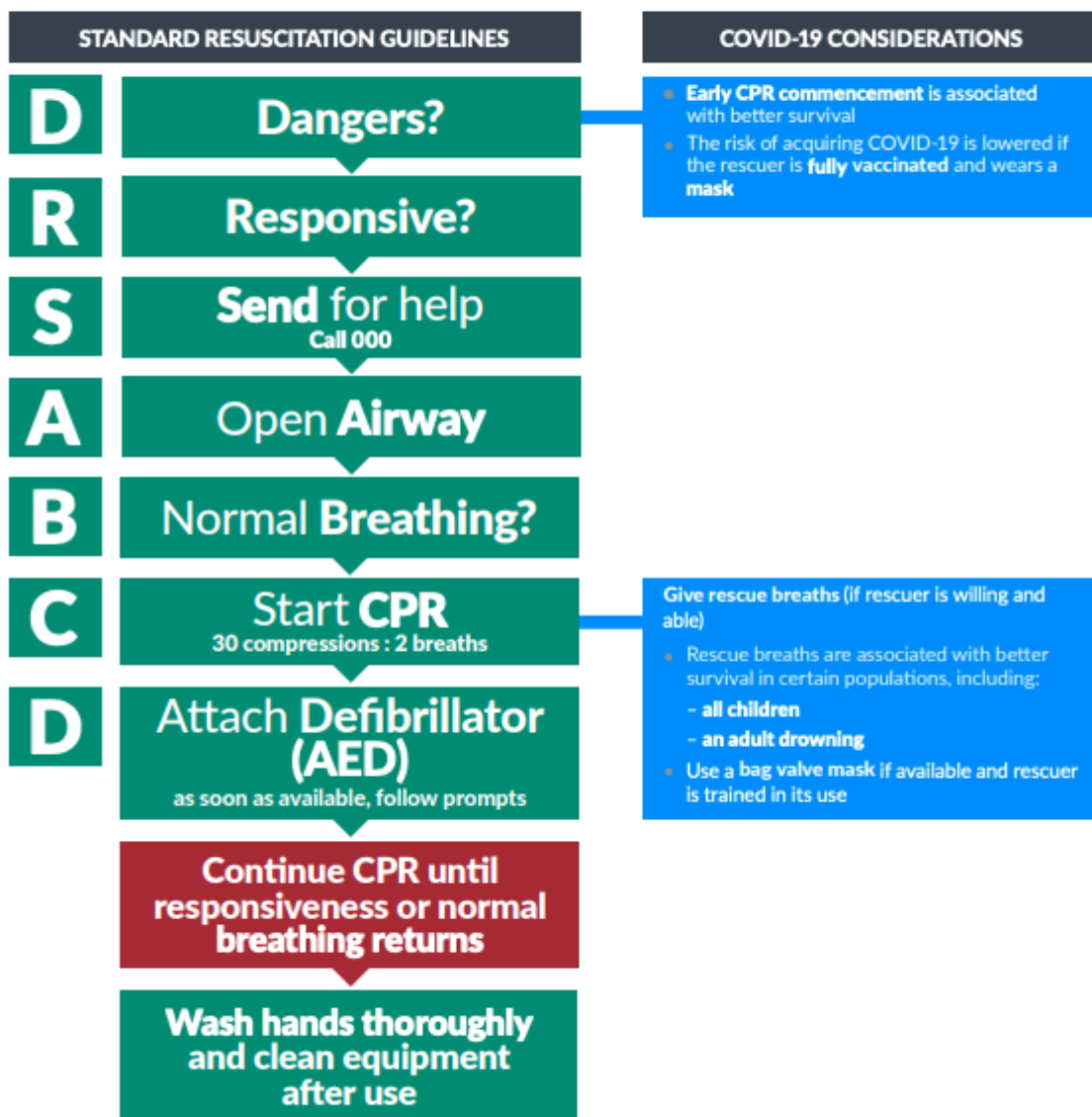
# BASIC LIFE SUPPORT IN THE COMMUNITY DURING COVID-19



NATIONAL  
**COVID-19**  
CLINICAL  
**EVIDENCE**  
TASKFORCE

This guidance is for use by bystanders, first aiders or first aid providers.  
It was developed in collaboration with the Australian Resuscitation Council.

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## Hilliard Christian School – First Aid Policy

### Document Information

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Audience	Staff and Volunteers
Links	<a href="#">Camps and Excursions Policy</a> <a href="#">Anaphylaxis Policy</a> <a href="#">Asthma Policy</a> <a href="#">Diabetes Policy</a>
Custodian	Principal