

FIRST AID POLICY AND PROCEDURES

OBJECTIVE

Cheder Levi Yitzchok is committed to providing a safe environment for all students and staff. Our aims are:

- To ensure that Cheder Levi Yitzchok will meet the specified First Aid needs of any person who is injured or ill on the school premises or whilst on an approved school activity.
- To ensure that all staff are familiar with the school's procedures.
- To ensure that all staff are aware of their duty of care to students by providing First Aid treatment within the limits of their skill, expertise, training and responsibilities.
- To ensure that the school's First Aid needs are met and readily available, the school will provide:
 - Asthma Kits
 - First Aid Room
 - A Comprehensive First Aid Kit
 - Portable First Aid Kits
- To ensure staff are aware of safe work procedures such as blood spills and bleeding students.
- To have a clear outline of the role and responsibilities of the First Aid Officer.

DEFINITION

First Aid involves emergency treatment and support to:

- Preserve life through:
 - clearing and maintaining open airways; ○ restoring breathing or circulation; and
 - 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; and
- Promote recovery.

The goal of First Aid is not to diagnose or treat the condition.

IMPLEMENTATION

First Aid Needs

At Cheder Levi Yitzchok we will ensure that a sufficient number of staff are trained in First Aid as stipulated under the *Occupational Health & Safety Act 2004* and *First Aid In The Workplace* (Worksafe Victoria).

We will ensure that there is always a First Aid Officer (any one trained in first aid) onsite during student attendance times who can assist an injured or ill person.

The Head First Aid Officer will also undertake a range of responsibilities and duties including:

- Taking a lead role in supporting teachers in health support planning, and where identified, arrange appropriate training.
- Creating and maintaining the First Aid Trained Roster and ratio both on premises and during offsite activities.
- Having knowledge of:
 - all students with a support or management plan; and
 - the First Aid response noted in the plans.
- Ensuring that student's emergency contact details are up to date
- Ensuring all medications supplied by the student are within their use-by date.
- Working with staff to:
 - conduct regular reviews of management strategies and where needed collect appropriate parent/guardian permission;
 - conduct regular reviews of Risk Assessments; and
 - develop strategies to raise awareness in the school community about health and safety issues.
- Ensuring that the First Aid Room (also referred to as the 'Sick Bay') and First Aid Kits are appropriately maintained.
- Ensuring sufficient amounts of First Aid kits are located throughout the premises.

First Aid Room (also referred to as 'Sick Bay')

Cheder Levi Yitzchok will have a dedicated First Aid Room that will allow for provision of basic First Aid care as well as First Aid treatment for issues such as minor cuts, scratches, bruising, and for bodily injury.

The First Aid Room is available for use by all members of the School community and is a place where their dignity, comfort, and independence will be respected.

The Room will be maintained to ensure precautions against infection.

Our First Aid Room allows for short term supervision with the ability to summon further assistance if required. The level of supervision in the First Aid Room will vary depending on the situation and the nature of the injury.

In the case of a visiting health care professional the First Aid Room may be booked, giving first preference to First Aid treatment.

Meeting First Aid Needs

If a student feels unwell the First Aid Officer will:

- Assess a range of signs and symptoms including:
 - o whether the student has a fever;
 - o whether the student's skin feels warm/hot to touch;
 - o if the student looks pale but has flushed cheeks; and
 - o 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:
 - o any doubt about the student's condition, or

When using an icepack to treat a minor injury such as a bump or bruise:

- Do not apply directly to skin;
- Remove if pain or discomfort occurs; and
- Use a cold compress (towel or cloth rinsed in cold water) as an alternative.

When an injury causes a nose to bleed then a cold compress may be used instead of an ice pack.

In the following circumstances an icepack / cold compress **should not be used** and medical help should be sought (usually by calling an ambulance):

- 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; and/or
- Deep open wounds.

Treating a Student

- The qualified First Aider shall at all times treat students with dignity and sensitivity, conducting themselves appropriately and professionally.
- The door of the First Aid Room should be kept discretely ajar at all times whilst making an initial assessment or conducting First Aid treatments.

- Where possible, students should remain fully clothed at all times. If the presenting symptoms of a student requires that clothing would be removed in order for treatment or assessment of injuries to occur, another teacher or an appropriate adult must be present at all times.
- Undergarments must remain on at all times, students should be draped with sheets or blankets while being treated.
- A comprehensive supply of basic First Aid materials will be available in the First Aid Room and appropriate stock-takes will occur on a regular basis.
- Any medication or treatment provided is to be recorded on the student's record.
- A qualified First Aider will not exceed their level of training, in an emergency situation a staff member is expected to render the level of assistance that any member of the public might offer in similar circumstances.

In such cases, an ambulance may be called without further authorisation and reasonable and safe instructions provided by the 'Triple 0' ("000") Operator should be followed.

- It is expected that the Principal will be notified without delay once an ambulance has been called. This may be achieved by a staff member contacting the Secretary and asking the Secretary to convey the message, as a matter of urgency.

Reporting of Illness or Injury Including a Near Miss

- Any injuries or near misses that occur at the school, including during sport, sports practice, excursions or camps, must be recorded on an [Accident and Incident Register Form](#).
- Hazards and near misses are to be reported to the designated OH&S representative for the area of the school in which the event occurred.
- The OH&S representative is expected to conduct a site assessment and liaise with the Principal to ensure that the circumstances which contributed to the near miss can be made safe.
- Accident and Incident Register Forms, including a record of all treatment given will be forwarded to the Head First Aid Officer/ Secretary for review and then placed in the Register and in the student's record file.

- The Head First Aid Officer is expected to provide information to the Principal in regard to any incident or near miss where the issue also relates to the safe conduct of students in regard to any near misses or incidents of a preventable nature.
- Parents / carers of students with ongoing medical conditions are expected to inform the school and to keep staff updated on conditions and any treatment required during school hours.

Contacting Parents or Guardians

- Parents / carers should be contacted, as soon as practical, if a student is unwell or an injury occurs as the result of an accident.
- The Principal or the First Aid Officer will authorise the call.
- Students must first be seen by the First Aid Officer prior to making contact with a parent / carer.
- If an assessment is made that the student should no longer remain at school, the parent / carer should be contacted to organise collection of the student.
- Parents / carers who collect ill students from school must sign the late arrival/early departure log Record at the school office;
- The school should be notified immediately of the following:
 - changes to emergency contact details; ○
 - changes of medical details; and
 - medical restrictions relating to injuries, accidents or surgery that have occurred outside the School.

Calling an Ambulance

- All staff have the authority to call an ambulance in the event of an emergency. If the situation and time permits, the staff member must contact the Head First Aid Officer and or the Principal.
- In the case of a serious injury where the parent / carer is not present, the Head First Aid Officer or staff member may accompany the student to the nearest medical facility. Treatment may only be authorised by a representative of the School to the extent that a parent has provided consent to the School, in writing.

First Aid Supplies

- A portable First Aid Kit will be available at all times in the First Aid Room in case of an emergency.
- All students with a documented [Asthma Management Plan](#) are expected to have their own asthma medication, (a reserve/back-up Ventolin and spacer will be available in the First Aid Room).
- All students with a documented [Anaphylaxis Management Plan](#) for serious allergies are expected to have their own EpiPens®, (generic backup EpiPens® are to be kept in a secure place in the First Aid Room).
- The Head First Aid Officer is responsible for the purchase, maintenance and stock control of First Aid supplies, First Aid kits, ice packs and general cleanliness and upkeep of First Aid supplies and the First Aid Room.

Excursion and School Camps

- At least one comprehensive First Aid Kit will accompany all excursions and camps.
- All students attending excursions or camps must have provided an updated, signed [Health Management Plan](#) with permission to contact a doctor or ambulance, should an instance arise where a student requires medical attention.
- Copies of Medical Details Forms and treatment plans should be taken on excursions and camps by the teacher-in-charge of the excursion or camp. Copies of these forms must also be retained at the school.
- All students attending excursions and camps who require medication shall complete the [Medication Form](#).

Hygiene When Administering First Aid

All cases should be dealt with in accordance with the following principles:

- Disposable gloves shall be used whenever there is a risk of contact with blood or other bodily fluids.
- After treatment of any person, soap and water should be used to thoroughly wash hands, and any other parts of the body, that came into contact with blood or fluids.
- If staff members have open cuts or weeping sores on hands or lower arms they are not to treat students.

- Waste material that contains blood or bodily fluids must be placed in the yellow biohazard bins located in the First Aid Room.
- If CPR is required, staff should use the mouth piece recommended by St John Ambulance.

Contagious Diseases / Conditions

Students suspected of having a contagious condition need to be isolated from other students and staff (wherever possible) until their parents / carers are notified and they have been collected.

Students deemed to have a contagious condition shall be excluded from the school in accordance with the *Health (Infectious Diseases) Regulations 13 & 14, 2001 – Schedule 6 (Department of Human Services)* recommendations.

First Aid Ratios

The range of activities undertaken across the school, means that the nature of First Aid training will vary according to the activity that a student is engaged in.

In identifying the level of training needed by staff, the Principal will need to take into account factors such as the nature of the activities and their location, potential hazards and risks, and previous accidents and injuries.

The following table represents the minimum ratio of First Aiders trained at a competent level per student:

Total Population (Staff & Students)	Number of First Aiders
<50	1
50 – 199	2

Where access is limited to medical and ambulance services, such as remote workplaces and school field excursions, **2 additional** First Aid officers are to be present for every category.

First Aid Training

Level One (Basic Life Support) First Aid Certificate

- A sufficient number of staff will be required to meet the needs of the above table.

Level Two (Senior) First Aid Certificate

- Teachers on excursions with students.
- Teachers involved in Camp Programs.
- Sports Teachers.
- Sports Coaches.
- Maintenance Staff.
- Receptionists.

Level Two (Regional) Certificate

- Outdoor Education Assistants.

Level Two (Occupational) First Aid Certificate

- Manages the First Aid room and administers basic medication (paracetamol and similar).

Level Three (Remote) First Aid Certificate

- Manages activities and operations at camps and outdoor education programs.

REVIEW OF THIS POLICY

This policy is to be reviewed annually.

The review will be conducted by:

- Management
- Employees input
- Interested Parties

Last reviewed: <August 2021>

Date for next review: <August 2022>