



# First Aid Policy & Procedures

All children have the right to feel safe, healthy and know that they will be attended to with due care when in need of first aid. Lambert School has procedures in supporting health for students with identified health needs and has appointed first aid officers that will provide a basic first aid response as set out in the procedure below. First aid will be administered to students who have become ill or injured due to unforeseen circumstances and may require emergency assistance. The first aid officers are responsible for the following:

- To administer first aid to children when in need and in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To ensure that supplies and facilities to cater for the administering of first aid are adequate.

Teachers and principals must:

- be familiar with the school's first aid procedures, and
- observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

Schools support first aid by:

- ensuring the school's first aid needs are met, providing:
  - designated first aid area
  - major first aid kits
  - portable first aid kits

First aid should only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

### Implementation

- Staff, where possible, are to be trained to a Level 2 first aid certificate level, and with up-to-date CPR qualifications.
- A comprehensive supply of basic first aid materials will be stored in a cupboard next to the timetable in the kitchen.
- An up-to-date digital register is available via QR code in the kitchen and admin room for the logging of first aid incidents.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians.
- For serious injuries/illnesses, the parents/guardians must be contacted so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained at the front door.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with the Principal before deciding on an appropriate course of action.
- A comprehensive first aid kit will accompany all camps and excursions, along with a mobile phone.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- The Principal or their delegate is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid supplies.

- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.

### **Responsibilities**

- The provision of first aid facilities and equipment based on an assessment of the needs of the school.
- Providing adequate and ongoing training/information for all teachers and ancillary staff as required including CPR training.
- Ensure adequate signage for first aid facilities and kits in accordance with Australian Standards.
- Ongoing evaluation and review of the needs of the school environment.
- Keeping a record of employees who are trained in first aid and their level of training.
- Responsibilities of Parents/Guardians
- To ensure the health and safety of students at all times
- To ensure that staff have necessary medical information.
- Keeping the school informed of any medical conditions, treatments and medical contact details
- Providing staff with appropriate information and training/instruction where medical conditions require specialised treatment.
- Updating the school on any changes in medical conditions and/or required treatments.

### **Emergency Procedure**

- Make the area safe. Evacuate the area in the event of an incident or potential threat to safety (e.g. gas cylinders ruptured).
- Alert Leadership.
- Administrator to notify emergency services where necessary. Information required by emergency services will include:

- Exact location of school (i.e. address, nearest cross street landmark)
  - Type of incident/accident (e.g. medical emergency, accident involving plant/equipment)
  - Number of persons injured and/or trapped
  - Any Hazmat incident (eg gas fire)
  - Contact details (ie phone number and person reporting incident)
- The primary first aid officer is to assess the casualty / casualties and treat where necessary, using first aid principles (i.e. DRSABCD). Other first aiders are to assist in treatment required.
  - First aid providers treating injured/ill persons must use correct infection control procedures including the use of gloves, masks etc.
  - Where emergency services are not required persons injured or ill are to be taken to the Admin room for further treatment or observation.
  - Where school children or young persons are ill/injured parents/guardians are to be contacted.
  - First aid providers must complete incident/accident report forms and submit online as soon as practicable. Where first aid supplies are used Admin are to be notified to ensure re-stocking of kits as soon as possible.
  - Serious injuries and critical incidents are to be reported to the board as part of safeguarding policies.

## Review of Incidents

Due to the size of Lambert School, the frequency of incidents is low. However, it is the role of the first aid officers to review an incident after the fact to determine if changes to first aid response or school systems are required. When logging an incident, first aid officers should review recent incidents to identify any emerging trends. As part of the review process, first aid officers should make recommendations to school leadership concerning improving school safety and more informed risk assessments. Officers review the incident report ledger at the start of each year to look for longitudinal trends in child safety and offer recommendations to school leadership.

Adequacy of first aid coverage, including trained personnel and deployment across activities and excursions, is also reviewed as part of the School's annual risk assessment and incident review processes, with any identified gaps addressed through staffing, training, or procedural adjustments.

**Accident management procedure**

LEVEL 1 Injuries	LEVEL 2 Injuries	LEVEL 3 Injuries
Minor injuries	Cuts requiring stitches	Suspected spinal injuries
Injuries not requiring medical attention	Eye injuries	Severe fractures
	Teeth injuries	Loss of consciousness
	Suspected fractures, dislocations	Ambulance required
	Head injuries	
	Medical treatment advised	
	Ambulance if required	
Procedure to be followed	Procedure to be followed	Procedure to be followed
a) Assess student's injury	a) Assess student's injury	a) Assess student's injury.
b) Apply first aid treatment	b) Apply first aid where appropriate. Send for School Leadership	b) Never move the student.

Accident Report Form		
c) completed	c) Administrator informs parents of the accident.	c) Send for Administrator or Leadership.
	d) Parents to pick up student if possible. If parents unable to attend, their instructions to be followed.	d) Administrator rings for an ambulance.
	e) Leadership to make follow up phone later in the day to check on student	e) Student's parents contacted
	f) Accident Report Form completed.	f) Designated staff member travels to hospital in either ambulance or own transport.
	g) Level 2 injuries must be reported to the Principal.	g) Staff member remains at hospital until the student's parents arrive.
		h) Leadership to make a follow up phone call to family later in the day.

		i) Accident Report Form completed.
		j) Level 3 injuries must be reported to the principal.