



First Aid & CPR Training Policy

Definition:

- First Aid training is defined as Level 2 Workplace Certificate
- CPR training must be carried out by a qualified organisation or individual

Rationale:

- Training in First Aid and CPR is recommended for all adults. These skills will be needed at different times in a person's life, often with family members, sometimes in the workplace.
- It is recommended that all staff at Belvoir hold a current Level 2 Workplace Certificate.
- It is essential that on any excursions requiring a Student Activity Locator Form (SAL) to be completed; at least one staff member must hold a current Level 2 First Aid and updated CPR certificate.

Aims:

- To comply with the DET Policy regarding First Aid training requirements
- To ensure all staff have the necessary skills to perform CPR or first Aid if required

Implementation:

- Where possible, 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.
- Undertake a risk assessment of first aid requirements at your workplace in consultation with HSRs and employees.
- Implement necessary first aid requirements using the First Aid Kits Contents Checklist.
- Review the Department's Student Safety and Risk Management document in relation to first aid requirements for school excursions and swimming and water safety programs.
- Ensure employees know the location of first aid kits and officers through information on notice boards and signage.
- Ensure first aid information is included in induction of new employees and students.
- Ensure first aid information is given to contractors who come on site.
- Report all employee injuries on eduSafe and investigate to identify hazards to prevent reoccurrence.
- Report all student injuries on CASES21.
- Report serious incidents or injuries to WorkSafe when necessary.
- Ensure first aid officers are appropriately trained by a [registered training provider](#)

LEVEL 2 FIRST AID TRAINING PROVISION

Preferred Option:

- Staff complete their Level 2 First Aid Certificate in their own time and submit their payment receipt with details of course to the School's Business Manager for full reimbursement.
- If a staff member is unable to complete their First Aid Certificate in their own time, they may apply to do a First Aid course that has an online component plus a one face-to-face training and assessment day during the school week. If they select this option, the staff member will be required to pay the full cost of the course and Belvoir will fund staff replacement costs for one day.

CPR COURSE

- **It is expected that all Belvoir Special School staff hold a current CPR Certificate.**
- Each year Belvoir Special School will provide a CPR Training Course for all staff. This course will be paid for by the school. Two dates will be offered and staff are asked to select the most convenient date for them. This course is offered at the end of the school day and usually takes 2.5 hrs to complete. Participants will be assessed on their ability to perform CPR on a mannequin and a card issued if competent.
- If staff have recently completed a Level 2 First Aid Certificate which includes a CPR component, they will not be required to complete the CPR training course held at Belvoir for that year.
- If they are unable to complete the CPR training course when it is offered at Belvoir Special School, the staff member is expected to complete it in their own time and will be reimbursed fully by the school.

1. Introduction

The school has procedures for supporting student health for students with identified health needs (see Care Arrangements for Ill Students Policy) and will provide a basic first aid response as set out in the procedure below to ill or injured students due to unforeseen circumstances and requiring emergency assistance.

These procedures have been communicated to all staff and are available for reference from the school office.

2. First Aid Officers

Consistent with the Department's First Aid Policy and Procedures, the school will allocate staff member/s as First Aid Officer/s. The names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be provided as soon as they are known.

2.1 First Aid Officer Duties

The First Aid Officer/s is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.

Their specific duties include:

- * Participating in the risk management process within the school as part of the school's OHS team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards.
- * Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers.
- * Coordinating first aid duty rosters and maintaining first aid room and first aid kits
- * Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the school (e.g. cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury.
- * Recording all first aid treatment. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given.
- * Providing input on first aid requirements for excursions and camps.

The First Aid Officer/s will be available at the school during normal working hours and at other times when authorised Department programs are being conducted.

Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other staff may be required to help within their level of competency.

3. Procedures for Medical Treatment

In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians before calling for medical attention except in an extreme emergency.

In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school.

All accidents and injuries will be recorded on the Department's injury management system on CASES21.

A Record of First Aid Treatment will be kept in the Sick Bay as well as one in each Pod. Information will be recorded for all students treated across the school. A pink slip will be filled in and sent home with the student indicating date and time of attendance, the treatment given and the person administering the first aid.

It is the policy of the school that all injuries to the head are reported to Principal Team Member in charge of First Aid and that parents/emergency contacts are contacted regarding the injury.

First aid kits will be available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion.

Portable first aid kits will be available for staff on yard duty. These kits will contain:

- * a pair of single use plastic gloves
- * a bottle of sterile eye solution
- * gauze and band-aids
- * record book & pen
- * First Aid passes

4. Assessment and First Aid Treatment of an Asthma attack

If a student develops signs of what appears to be an asthma attack, appropriate care must be given immediately.

4.2 Asthma First Aid

If the student has an Asthma Action Plan, follow the first aid procedure immediately. If no, Asthma Action Plan is available in the steps outlined below should be taken immediately.

The 4 Step Asthma First Aid Plan (displayed in Sick Bay and classrooms):

Step 1

Sit the student down in as quiet an atmosphere as possible. Breathing is easier sitting rather than lying down. Be calm and reassuring. Do not leave the student alone.

Step 2

Without delay give 4 separate puffs of a blue reliever medication (Airomir, Asmol, Epaq or Ventolin). The medication is best given one puff at a time via a spacer device. If a spacer device is not available, simply use the puffer on its own. Ask the person to take 4 breaths from the spacer after each puff of medication.

Step 3

Wait 4 minutes. If there is little or no improvement repeat steps 2 and 3.

Step 4

If there is still little or no improvement; call an ambulance immediately (dial 000). State clearly that a student is having 'breathing difficulties.'

Continuously repeat steps 2 and 3 while waiting for the ambulance.

5. Assessment and First Aid Treatment of Anaphylaxis

This principal or nominee has overall responsibility for implementing strategies and processes for ensuring a safe and supporting environment for students at risk of anaphylaxis.

The principal will:

- Actively seek information to identify students with severe life threatening allergies at enrolment.
- Conduct a risk assessment of the potential for accidental exposure to allergens while the student is in the care of the school.
- Meet with parents/carers to develop an Anaphylaxis Management Plan for the student. This includes documenting practical strategies for in-school and out-of-school settings to minimise

the risk of exposure to allergens, and nominating staff who are responsible for their implementation.

- Request that parents provide an ASCIA (Australasian Society of Clinical Immunology and Allergy) Action Plan that has been signed by the student's medical practitioner and has an up to date photograph of the student
- Ensure that parents provide the student's EpiPen® and that it is not out of date.
- Ensure that staff obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®.
- Develop a communication plan to raise student, staff and parent awareness about severe allergies and the school's policies.
- Provide information to all staff so that they are aware of students who are at risk of anaphylaxis, the student's allergies, the school's management strategies and first aid procedures. This can include providing copies or displaying the student's ASCIA Action Plan in canteens, classrooms and staff rooms, noting privacy considerations.
- Ensure that there are procedures in place for informing casual relief teachers of students at risk of anaphylaxis and the steps required for prevention and emergency response.
- Ensure that any external canteen provider can demonstrate satisfactory training in the area of anaphylaxis and its implications on food handling practices.
- Allocate time, such as during staff meetings, to discuss, practise and review the school's management strategies for students at risk of anaphylaxis. Practise using the trainer EpiPen® regularly.
- Encourage ongoing communication between parents/carers and staff about the current status of the student's allergies, the school's policies and their implementation.
- Review the student's Anaphylaxis Management Plan annually or if the student's circumstances change, in consultation with parents.

The role and responsibilities of all school staff who are responsible for the care of students at risk of anaphylaxis

School staff who are responsible for the care of students at risk of anaphylaxis have a duty to take steps to protect students from risks of injury that are reasonably foreseeable. This may include administrators, canteen staff, casual relief staff, and volunteers. Members of staff are expected to:

- * Know the identity of students who are at risk of anaphylaxis.
- * Understand the causes, symptoms, and treatment of anaphylaxis.
- * Obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®.
- * Know the school's first aid emergency procedures and what your role is in relation to responding to an anaphylactic reaction.
- * Keep a copy of the student's ASCIA Action Plan (or know where to find one quickly) and follow it in the event of an allergic reaction.
- * Know where the student's EpiPen® is kept. Remember that the EpiPen® is designed so that anyone can administer it in an emergency.
- * Know and follow the prevention strategies in the student's Anaphylaxis Management Plan.
- * Plan ahead for special class activities or special occasions such as excursions, incursions, sport days, camps and parties. Work with parents/carers to provide appropriate food for the student.
- * Be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes.
- * Be careful of the risk of cross-contamination when preparing, handling and displaying food.
- * Make sure that tables and surfaces are wiped down regularly and that students wash their hands after handling food.
- * Raise student awareness about severe allergies and the importance of their role in fostering a school environment that is safe and supportive for their peers.

Individual Anaphylaxis Management Plans

Every student who has been diagnosed as at risk of anaphylaxis will have an individual Anaphylaxis Management Plan. (see Care Arrangements for Ill Students Policy).

The student's Anaphylaxis Management Plan will clearly set out:

- * the type of allergy or allergies.
- * the student's emergency contact details.
- * practical strategies to minimise the risk of exposure to allergens for in-school and out of class settings, including:
 - » during classroom activities
 - » in canteens or during lunch or snack times
 - » before and after school, in the yard and during breaks
 - » for special events such as incursions, sport days or class parties
 - » for excursions and camps.
- * the name of the person/s responsible for implementing the strategies.
- * information on where the EpiPen® will be stored.

The Anaphylaxis Management Plan will also include an individual ASCIA Action Plan, which sets out the emergency procedures to be taken in the event of an allergic reaction. (ASCIA, the Australasian Society of Clinical Immunology and Allergy, is the peak body of immunologists and allergists in Australia).

It is the responsibility of parents/carers to complete an ASCIA Action Plan, in consultation with their child's medical practitioner, and provide a copy to the High School. The ASCIA Action Plan must be signed by the student's medical practitioner, and have an up to date photograph of the student.

As a student's allergies may change with time, our High School will ensure that the student's Anaphylaxis Management Plan and ASCIA Action Plan are kept current and reviewed annually with the student's parents/carers. When reviewed, parents will be expected to provide an updated photo of the child for the ASCIA Action Plan.

6. First Aid Kit

- Consistent with the Department's First Aid Policy and Procedures

7. Emergency Telephone Numbers

- Poisons Information Service 13 11 26
- Ambulance 000

Evaluation:

This policy will be reviewed as part of the school's three-year policy cycle.

This policy was last ratified by School Council on	September 12 2018	
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