

FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Rubicon Outdoor School staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

The visiting school is responsible for all first aid responsibilities during transit to (day 1 of the program) and from (end of the program) Rubicon Outdoor School.

Staffing

The Principal will ensure that Rubicon Outdoor School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis each September as part of the annual review of our Emergency Management Plan, the EMP will also be updated as a result of staff gaining or updating a First Aid qualification.

It is the responsibility of the visiting school to ensure they have appropriately trained staff attend all camps and excursion as per DET excursions guidelines.

- Between 8am to 7pm Rubicon Outdoor School Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- Between 7pm and 8am the **nominated visiting school staff** who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence. When and

if required a handover will be provided between Rubicon Outdoor School Staff and nominated visiting school staff.

First aid kits

Rubicon Outdoor School will maintain:

- A major first aid kit which will be stored in the First Aid room at each campus
- First Aid Kits are stored in all vehicles
- All Rubicon Outdoor School Group teachers will carry a First Kit
- CRT kits are available in the First Aid Room

Visiting school staff will be responsible for maintaining their First Aid Kit, that is brought with them when attending Rubicon Outdoor School.

The Rubicon Outdoor School Resources Coordinator at each campus will be responsible for maintaining all other First Aid kits– refer to [First aid kits](#).

Care for ill students

Students who are unwell should not attend Rubicon Outdoor School.

If a student becomes unwell during the day or night, they may be directed to the First Aid room and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

It is the responsibility of each visiting school to ensure a confidential medication information form is completed by parents/carers prior to the scheduled visit. Rubicon Outdoor School will provide a medical and consent form template.

It is the responsibility of each visiting school to ensure all confidential medical forms are completed by parents/carers prior to the scheduled visit including:

- A Rubicon Outdoor School medical and consent form
- Student Health Support Plan (if required)
- Asthma Action Plans (if required)
- Anaphylaxis Management Plans (if required)

Copies of these forms must be provided to Rubicon Outdoor School four weeks in advance, along with any supplementary documentation completed by the student's treating practitioner, or if the principal of the visiting school has agreed, completed by the parents or carers or adult or independent students.

All information is entered into Rubicon's Student Management System (SMS) and hardcopies of the medical summaries, whilst students are at the school, are stored in a secure location (Thornton Campus or Nayook Campus first aid room) as per the Department's records management policy. Access is limited to DET employees who have a duty of care and responsibility for students whilst at the school. If required, Rubicon Outdoor School will seek further clarification of student needs, with the visiting school prior to commencement.

Information on students' medical needs will be available via the school's SMS. A summary of the medical forms is to be taken with each class group and provided to visiting school staff.

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Responding staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, responding staff may take emergency action and do not need to obtain parent/carer consent to do so. Responding staff may contact Triple Zero “000” for emergency medical services at any time.
- Responding staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Rubicon Outdoor School will notify parents/carers by phone.
- If first aid is administered for a serious injury or condition, or in an emergency situation, responding school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If responding staff providing first aid determine that an emergency response is not required but that medical advice is needed, responding school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student Rubicon Outdoor School will:
 - record the provision of first aid treatment on the Accident and Incident school data base, complete DE incident notification report and file with the students consent form, this is also forwarded to the home school for processing.
 - if care was provided in response to a medical emergency or reportable incident, follow the Department’s [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department’s Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

Due to the residential nature of Rubicon Outdoor School, and following guidance from the Department of Education, analgesics, including paracetamol and aspirin, may be stored at school but not provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in Rubicon Outdoor School and visiting school staff induction processes
- Discussed at staff meetings as per *Policy Awareness to Staff Calendar*
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL

Created/reviewed date	March 2023
Consultation	15/3/2023 Rubicon Outdoor School Council
Endorsed by	Andrew Monson, Principal
Endorsed on	15/3/2023
Next review date	March 2027