

## Y Whittlesea

# First Aid Policy - Y Community School

### 1. Purpose:

The Y Community School is committed to ensuring we provide a safe environment to all children and young people in our care. This policy outlines the key requirements of safe and effective administration of first aid in case of an incident, injury, illness or trauma and assists us in meeting our moral and legal obligations to ensure the ongoing safety and protection of children and young people in our care and all others on our site(s).

### 2. Scope:

This policy applies to all Staff, Volunteers and Board Members of Y Whittlesea and all parents/carers, students and staff who access or work at The Y Vocational School.

This policy covers the requirements for any person on the school site or attending a school event or activity who requires first aid. This includes students, staff, volunteers, parents or visitors to the school.

*This policy does not cover Staff Volunteers and Board Members of the Y Whittlesea involved in other areas of the Y's services and business.*

### 3. Definitions:

- **The Y' or 'Y' or 'Y Whittlesea':** refer to YMCA Whittlesea Inc and YMCA Whittlesea Youth and Community Services Ltd
- **School:** Refers to the Y Community School noting that the legal entity through which the school is registered is YMCA Whittlesea Youth and Community Services Ltd
- **Staff:** Any person performing duties on behalf of the Y Community School be they an employee, volunteer, trainee or contractor.
- **First Aid:** First aid involves dealing with minor injuries and medical conditions as well as emergency treatment in response to accident, injury or medical condition to support and preserve life through:
  - clearing and maintaining open airways
  - restoring breathing or circulation
  - monitoring wellbeing until the person recovers or is transferred into the care of ambulance, paramedic, doctor, nurse or parent.
  - protecting a person, particularly if they are unconscious.
  - preventing a condition worsening
  - promoting recovery.
- **First Aid Kit** - A collection of life saving equipment or materials that is used in case of emergencies, accident or injury to help aid a wound or at times to support the life of a victim until a time when the injured can get medical assistance if needed.
- **Parent:** The term parent is used to refer to parent(s), and legal guardians. In the case of students who are adults or who have been deemed to have independent status the parent refers to the student and they should sign documentation in their own right. There may be instances where a disengaged young person resides with an adult carer who does not have legal status as their legal guardian. In this instance, where all reasonable attempts to contact a parent have been undertaken and an Informal Carer Statutory Declaration has been completed, that carer may sign documents in the place of the parent.
- **Anaphylaxis:** A severe allergic reaction that is potentially life threatening. Common allergens include (but are not limited to) tree nuts, eggs, peanuts, wheat, soy, sesame, insect bites and stings and shellfish. The Signs and Symptoms of Anaphylaxis include:
  - Difficulty breathing or noisy breathing
  - Swelling of the tongue
  - Swelling/tightness in the throat
  - Difficulty talking and/or a hoarse voice
  - Wheezing or persistent coughing
  - Rash/welts
  - Loss of consciousness and/or collapse
  - Abdominal pain and or vomiting (usually associated with severe reaction to insects)

Under this policy any anaphylactic reaction will be treated as a medical emergency in line with section 4.1 and the YCS Anaphylaxis Policy.

#### 4. Policy:

All staff associated with the school are required to administer first aid to a student if an injury, sudden illness or medical emergency occurs at school or during a school activity. The school will facilitate this by:

- Providing first aid facilities to allow for provision of basic first aid care as well as first aid treatment such as minor cuts, scratches, bruising and injury.
- Ensuring sufficient staff trained in first aid under the provisions of the Occupational Health & Safety Act 2004 and the Department of Education First Aid and Infection Control procedures and available to assist an ill or injured person. A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training are published on the ACECQA website- [www.acecqa.gov.au](http://www.acecqa.gov.au) .
- Ensuring that at least one trained staff member is present at all times including at any event or excursion where students are present. All school staff will be offered the opportunity to become first aid trained to support this requirement.
- Ensuring there is a designated first aid officer at each campus with responsibility to oversee and maintain the necessary procedures and equipment required to enact this policy. The school administration assistant will be the designated first aid officer with an additional staff member nominated as back up on a term by term basis.
- Maintaining at least one major first aid kit located in the sick bay at each campus.
- Maintaining portable first aid kits for excursions and use during incidents in the yard or at other events.
- Ensuring first aid kits are inspected at the beginning of each school term and supplies are complete and up to date, and ensuring a process is in place to ensure that supplies are replenished when used.
- In the case of a medical emergency, the school staff must immediately contact emergency medical services (call 000) and be familiar with the school's emergency procedures.

Please note: First aid for anaphylaxis is provided in a separate YCS Anaphylaxis policy the key steps identified below are the same as those for an anaphylactic reaction with the first aid applied being the use of an adrenaline autoinjector as per the individual's ACSIA Action Plan and / or the school's anaphylaxis policy.

#### 4.1 Where there is a medical emergency:

Staff should take emergency action without waiting for parent / guardian consent. Delays in these circumstances could compromise safety. Staff should:

- immediately contact emergency medical services (call 000).
- apply first aid until assistance arrives.
- notify the campus principal and campus administration as soon as possible without compromising the care of the person requiring first aid.
- The campus administration or Campus Principal will contact parents or when unable to do so will use the emergency contacts provided.

Where the emergency relates to a person at risk of anaphylaxis and they are experiencing any form of anaphylactic reaction the school's anaphylaxis policy must be followed and where relevant the persons ACSIA Action Plan. This does not override the actions above which are consistent with the YCS Anaphylaxis Policy.

#### 4.2 Accident and injury:

In the case of accident or injury the highest priority is the safety and wellbeing of students and staff.

In any case where this is deemed necessary a staff member should call an ambulance for an injured or ill student. Where there is more than one staff member present a staff member trained in first aid should be consulted or a more senior member of staff.

First aid will be maintained in consultation with emergency services until emergency services arrive to take over.

Where a student requires medical treatment and an ambulance is not deemed necessary their parents will be contacted, the situation discussed, and parents will be asked to collect them from school.

Where parents are unable to be contacted the emergency contacts will be contacted as an alternative source of support for the student.

While waiting to be picked up students will be kept under supervision, usually in the designated 'sick bay'.

The school's first aid officer will supervise students while they are in the sick bay. The school's administration assistant is the designated first aid officer and when unavailable a reserve will be appointed on a daily basis. The sickbay is located close to the school administration to facilitate this and also enable easy pick up and transfer to family as required.

Following any accident or injury staff are required to document the events and their role.

#### **4.3 Where a student is feeling unwell:**

Unwell students should not attend school. Communication with parents will emphasise the need for parents to provide care for and keep students at home if they are unwell.

If a child feels significantly unwell at school, the school will contact the student's family and / or seek medical assistance.

#### **4.4 Applying first aid:**

The staff member who is first notified or becomes aware of a person requiring first aid should:

- Remain with the person requiring first aid.
- Call / send for assistance and to notify others as soon as possible.
- If trained apply first aid in line with their training.
- If not trained provide any assistance immediately required to preserve life and safety and then hand over to a trained person as soon as they arrive.
- Continue to apply first aid or assist until medical assistance arrives or the situation is resolved.
- All other staff will assist the situation as required. This may include, assisting in the provision of first aid (where appropriately trained), ensuring the situation and environment is kept orderly and safe, managing the safety of others, assisting with communication and supporting other students and staff in dealing with the situation.

#### **4.5 Record keeping:**

Details of first aid administered will be recorded and added to the student's file.

An incident report will be completed for all incidents which require emergency services to be called or where medical intervention beyond initial first aid is required as a result of the incident. This includes incidents requiring a mandatory Worksafe notification

The school will maintain an up-to-date record of all staff trained in first aid, their qualification level and the date for refresher or renewal of qualifications.

#### **5. Related policies:**

- YCS Medical Conditions Policy
- YCS Administration of Medication Policy
- YCS Anaphylaxis Policy

#### **6. Related procedures and supporting documents:**

- YCS Administration of Medicine Permission Form
- YCS Administration of Medicine Record

#### **7. Legislative and Industry Requirements:**

- [Link](#) to Legislative Compliance Register

#### **8. Consequences of breaching this policy:**

All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

#### **9. Variations:**

Y Whittlesea reserves the right to vary, replace or terminate this policy from time to time.

## 10. Policy owner:

The Executive Manager Y Schools is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

## 11. Document Control:

Review of this policy will be undertaken every 3 years, or prior as required by law, in consultation with appropriate Y People.

Policy available on Y-MAC>Communication>Manuals and Files>Policies and Procedures

This document is due for review on 1/02/2026.

Version:	Description of Amendment	Amended by	Approver and date	Release Date
3.0				
2.0				
1.0	Policy Created	Paul van Breugel	Executive Management Team 19/6/2023	1/11/2023