



First Aid Policy

Introduction:

Our aim with this procedure is to provide accessible and professional first aid treatment to all students and staff attending SEISA events.

School expectations:

- All teams and participating groups are to carry a basic first aid kit that would allow staff to address any immediate incidents. These would include bleeds, sprains, asthma, anaphylaxis, or other allergic reactions that require immediate attention.
- All staff would be aware of the medical needs of the students in their care and any action plans that have been developed.
- Students who may require the use of an EpiPen are to be identified before departure to any venue and the location of their EpiPen should be verified.
- All staff to identify the location of first aid upon arrival at any venue.
- If an injured/unwell student requires transport to a hospital, the home First Aid Officer will ring an ambulance ASAP. A staff member from the injured student's school will accompany the student until a parent or guardian arrives. The host school staff members will assist with supervision of visiting teams until arrangements can be made with their school. This applies to events both at school and at external venues.
- At no stage are injured students to be transported in private vehicles.

Carnival events

SEISA will provide external first aid for the following carnival events held at non-school venues:

- Swimming
- Athletics
- Cross Country
- Spring carnival (netball and volleyball)

Provision of first aid (school venues):

For any event that takes place on site at one of the SEISA schools, there is no requirement for a designated first aid officer to be present, however, supervising staff are required to be Level 2 first aid trained at a minimum. Visiting schools should be informed of the location of the school nurse/first aid officer. If first aid is required, the host school is responsible for assisting the visiting staff/students in obtaining care.

Provision of first aid (non-school venues):

For any event not held at a SEISA school venue, the host school is to provide a basic first aid kit (as described above) and provide support to visiting teams if first aid is required.

If the following sports are played at a non-school venue, the host team is required to provide a **designated** First Aid Officer:



- AFL/ALFW
- Hockey
- Basketball
- Soccer

The designated First Aid Officer must hold current first aid qualifications to a minimum Level 2. They must also hold current anaphylaxis, asthma, and CPR qualifications. The First Aid Officer must be easily identifiable and work from a designated First Aid area with access to all equipment and supplies consistent with a Level 2 qualified officer.

The host school may use its discretion when supplying either a first aid officer from an external provider, or a designated staff member who holds these qualifications.

Procedure for Illness/Injury

1. Reassure and aid the injured person at the event.
2. Send for qualified first aid personnel/back up.
3. Provide first aid to your level of qualification.

Refer to your school's First Aid Policy for advice on

- a. Sports Injury Assessment
 - b. Managing Students with Medical Conditions
 - i. Asthma
 - ii. Allergies
 - iii. Diabetes
 - iv. Epilepsy
 - v. Heart Conditions
4. Call an ambulance if required - **do not transport the injured/unwell individual.**
 5. Notify schools, parents/guardians.
 6. As soon as reasonably possible fill out the SEISA Incident Form & email to eo@seisa.com.au

Finals

If an external provider is required for finals matches, SEISA will reimburse the host school for this expense.



FIRST AID INFORMATION AND PROCEDURE

Principles of Basic First Aid Care

In any first aid incident stay calm, reassure, and comfort the injured or ill person. Know your limitations and only offer care to your level of training/expertise. Always call for the First Aid Officer at each school. If off campus, know the location of the nearest first aid equipment and medical/first aid support. Never transport the injured individual. **Do not hesitate to call an ambulance in an emergency.**

Calling an ambulance - Landline telephone or mobile call 000

For remote areas on mobile call 112

Stay calm! It is important to try and ring from the scene as the ambulance often requires patient details.

- i. **The operator will ask you several questions.** Answer all questions carefully:
 - a. What suburb you are in?
 - b. Street name?
 - c. Street number or nearest corner?
 - d. What is wrong?
 - e. Phone number?
 - f. Nearest landmark?
 - g. Age of patient?
 - h. What happened?
- ii. **Send someone to the entrance of the facility to** direct the ambulance to you.
- iii. **Record time of the call** - When possible, record details of the problem, care offered, identify what the person was doing when injured or became unwell and any witnesses.
- iv. **Continuously monitor and reassure** the injured/ill person until the ambulance arrives.
- v. **Contact parents / guardian/ next of kin**, and as soon as practical notify the school via reception.

Where possible a member of staff should accompany the student/ staff member in the ambulance until parents/family arrive at the scene or hospital.

Policy status and review

The SEISA Executive is responsible for reviewing and updating this policy at least every two years.

Approval

Created date	11/9/2024
Endorsed by	SEISA Executive
Endorsed on	12/09/2024
Next review date	12/09/2026

