

First Aid



Policy

Rationale:

All students have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

Aims:

- To administer first aid to students when in need in a competent and timely manner
- To communicate a student's health problems to parents when considered necessary
- To provide supplies and facilities to cater for the administering of first aid
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate

Implementation:

- A sufficient number of staff to be trained to a level 2 first aid certificate, and with current (yearly) CPR qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- First aid kits will also be available in each wing of the College, as well as the administration offices.
- A supply of general over the counter medication for teachers (to use for themselves as required e.g. Panadol) will be available in a locked drawer in the Health Centre.
- All injuries or illnesses that occur during class time will be referred to the school nurse who will manage the incident, all injuries or illnesses that occur during recess or lunch breaks, will be referred to the school nurse in the first aid room.
- Visits to the Health Centre will be logged on Compass Chronicle, and CASES 21 as required.
- Serious injuries-including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- Any students with injuries (including self-harm), involving blood must have the wound covered at all times.

- No medication, including headache tablets, will be administered to students without the written permission of parents or guardians.
- For serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- Any student who is collected from the College by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES.
- Parents of ill students will be contacted to take the students home.
- Parents who collect students from the College for any reason (other than emergency) must sign the child out of the College via COMPASS.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others/school nurse before deciding on an appropriate course of action.
- All College camps will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All students attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at the College.
- All students, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- The school nurse 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 room.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the College to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.

Reference: http://www.eduweb.vic.gov.au/referenceguide/enviro/4_5.htm

ARC Guidelines section 2 – Managing an Emergency

Evaluation:

This policy will be reviewed as part of the College's three-year review cycle

This policy was last ratified by School Council in March 2018. Next Review March 2021

