

Edenhope College

First Aid Policy

Policy Author: R. Hollis, Acting Principal

Date: 27th June 2013

Rationale:

- All students staff 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, staff and visitors to the College (during the school day) when in need, in a competent and timely manner.
- To communicate students 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.

Policy:

1. A sufficient number of staff (at least 4 according to DEECD regulations) to be trained to a level 2 first aid certificate, and with up to date CPR qualifications. The College aims to have at least 25% of staff trained in Level 2 first aid and accessible in both the Primary and Secondary school areas.
2. 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 main first aid office and at other locations deemed necessary. At least 6 first aid kits are to be maintained and their locations are to be made known to staff.
3. An up to date register to record all injuries and illnesses experienced by students/staff that require first aid will be maintained in the first aid room. Staff checking on the student will keep notes as to whether the condition is stable, improving or deteriorating. This is a confidential document and will be maintained as such.
4. Supervision of the first aid room will be rostered. Supervision will generally be assigned to the level 2 first aid trained administration staff. When these staff are unavailable, another staff member will be assigned this responsibility.
5. All injuries or illnesses that occur during the school day will be referred to the first aid room and rostered staff.
6. All first aid staff will be provided with level 2 first aid management skills and training, including blood spills, and a supply of protective disposable gloves will be readily available to staff.
7. Minor injuries only will be treated by staff. Parents/carers will be notified if injuries and illnesses are of a more serious nature and require treatment and attention beyond first aid. In an emergency, an ambulance will be called.
8. Any student/staff with injuries involving blood must have the wound covered at all times.
9. No medication will be administered to students without express written request of parents/guardians.
10. Parents/carers of students who receive first aid for serious injuries/illnesses must be contacted by staff so that further assessment and treatment by a suitably qualified person may be organised.
11. Any injuries to a child's head, face, neck or back must be reported to a parent/guardian.
12. Any student who is collected from school by parents/guardians/carers 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 or first aid officer considers the injury to be greater than "minor", must be recorded on DEECD CASES21 Incident notification form, and entered onto CASES21.
13. Parents/carers of ill students will be contacted to take the child home.

14. Parents/guardians are responsible for maintaining accurate contact information with the school and ensure contact is able to be made to an appropriate person who is able to provide care for their child during the school day.
15. Details of the collection of students from school for any reason (other than emergency) must be registered in the sign out register in the general office.
16. All staff have the authority to call an ambulance 000 immediately in an emergency. This should be done through the general office where and when practicable. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action. The information required by an ambulance includes:
 - Location and access details
 - What happened
 - State of consciousness
 - State of condition
 - Age
 - Do not terminate the call to the ambulance until the service indicates.
17. All school camps and excursions will have at least 1 level 2 first aid trained staff member available throughout the camp/excursion.
18. A comprehensive first aid kit, including a spacer and Ventolin puffer, will accompany all excursions/camps, along with a mobile phone or appropriate communication systems.
19. All students attending camps/excursions will have a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where the child requires this treatment. Copies of the signed medical forms are to be taken on camps/excursions.
20. All students, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times. Where necessary, Ventolin and a spacer can be taken to a student.
21. Students are to carry their asthma medication with them at all times. Anaphylaxis medication should be made easily accessible for students who require this and for staff to administer if needed.
22. The Senior first aid officer is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and general upkeep of the first aid room. The College nurse will provide an annual check on the conditions, equipment and provide advice regarding status of supplies in the first aid room.
23. At the commencement of the school year, requests for medical/first aid information will be sent home via the newsletter and request form. This will include requests for asthma management plans, high priority medical forms and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year. This information will also be collected during enrolment of new students
24. The College Nurse and Senior first aid officer will check CASES21 register of illnesses/medical conditions/allergies in order to provide additional advice to staff and care for students.
25. General organisational matters relating to first aid will be communicated to staff at the beginning of each year and on the enrolment of new students with medical/first aid alerts.
26. Revisions of recommended procedures for administering asthma and other medications will be given as they are received.
27. A first aid meeting convened by the Senior first aid officer and attended by first aid trained staff will be held once per term to revise procedures, update information (including the First Aid Summary Sheet on the OH&S noticeboard), assess training and supervision requirements and ensure policy and OH&S requirements are being fulfilled.
28. An appropriate level of confidentiality is to be observed at all times.
29. Student's not requiring first aid should not be in the first aid room unless providing specific assistance deemed necessary by the first aid staff.
30. Staff not involved in the administration of first aid should not be in the first aid room unless requested by the first aid officer or Principal.
31. First aid staff are recommended to seek advice and support from administration and Principal Class staff about any concerns or issues arising out of administering first aid.
32. Following a major/emergency situation all staff involved are to meet as soon as practicable after the event to assess the handling of the situation and to assess if staff or other persons require further debriefing or support. An assessment of process followed should also be made.

GUIDELINES FOR ACTION/IMPLEMENTATION

The first aid policy must be read in conjunction with all relevant first aid procedures and relevant policies including:

- Maintaining sickbay registers
- Staff incident reporting
- Student incident reporting
- Administering medication
- Medical management plans
- Calling an ambulance
- Hazardous clean up
- Cleaning used equipment
- Maintaining clean environment
- Stock taking
- Kit lending
- Ice/heat pack treatment

Ratified by School Council: 27/05/2013

Update processes annually: 2014, 2015

Policy review: 2016