

FIRST AID POLICY

Rationale

All children 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. Whittlesea Secondary College (WSC) staff acknowledge this right.

Aims

- to administer first aid to children when in need in a competent and timely manner
- to communicate children'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

Staff Training

- a sufficient number of staff to be trained to a Level 2 First Aid Certificate.
- all staff to maintain up-to-date CPR qualifications.
- first aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis (twice a year) will also be undertaken each year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.

Resources

- A first aid room will be available for use at all times.
- Any children in the first aid room will be supervised by a staff member. Parents must be informed as soon as possible if a student is admitted to the first aid room.
- A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.
- First aid kits will also be available in each faculty of the school, as well as the main office and to be taken on all school camps and excursions.
- A confidential record/incident report of students admitted to first aid room will be kept.
- Incident reports will also be kept of students sent home or referred; in more serious cases to ambulance care.
- A supply of protective disposable gloves, to assist with infection control, will be available for use by staff.
- Medical and Consent Forms for camps, excursions and other relevant activities
- Medications Administration Form for students who are administered medication at school or during external school activities.
- Up to date student specific Management Plans.
- The school Administration and the Occupational Health and Safety Committee is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- The First Aid Summary Sheet (see Appendix A) should be displayed in the first aid room/sick bay, near first aid kits and on notice boards.

Treatment and Reporting

- Reference should be made by staff to the school's Incident Management Policy, Accidents and Incidents Reporting Policy, Anaphylaxis Management Policy and Camps Policy.

- At the commencement of each year, requests for updated first aid information will be sent home including requests for any updated asthma, diabetes and anaphylaxis 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.
- All children with asthma, diabetes or anaphylaxis are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, hypo kits or epipens etc. needed to implement their plan at school.
- It is recommended that all students have personal accident insurance and ambulance cover.
- All injuries or illnesses that occur during class time or recess will be referred to the level 2 first aid trained teaching staff who will manage the incident.
- Minor injuries only (such as scratches), will be treated by staff members on duty, while more 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 children with injuries involving blood or broken skin must have the wound covered at all times.
- No medication (including headache tablets) will be administered to children without the express written permission of parents or guardians using the appropriate Medications Administration form.
- Incident reports for all serious injuries/illnesses must be completed and provided to Administration. 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 school 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 the treating first aid teacher considers the injury to be greater than 'minor', will be reported on Department of Education Accident/Injury form LE375 and entered onto CASES21.
- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security management Branch immediately on (03) 9589 6266 and WorkSafe on 132360 and on EduSafe www.eduweb.vic.gov.au/edusafe
- Parents of ill children will be contacted to take the children home.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with others before deciding on an appropriate course of action.

Camps and Excursions

- Implement actions above for Treatment and Reporting, and
- All school 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 children attending camps or excursions will have provided a signed medical form providing medical details and granting 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 school.
- All children attending camps or excursions who require medication will have provided a signed Medications Administration Form (refer to Distributions of Medications Policy) providing details of medications to be administered and granting teacher's permission to administer the medications.

Related Legislation and Policies

- WSC Incident Management Policy
- WSC Accidents and Incidents Reporting Policy
- WSC Anaphylaxis Management Policy
- WSC Camps Policy
- WSC Distributions of Medications Policy

Appendices

Appendix A: First Aid Summary Sheet

Evaluation

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

This Policy was last ratified by School Council in: 2017

APPENDIX A

First Aid Summary Sheet

This sheet should be displayed near first aid kits, in the first aid room/sick bay and on notice boards

General

LOCATION ADDRESS: Whittlesea Secondary College

NEAREST CROSS STREET: Plenty Road and Laurel Streets

LOCATION OF FIRST AID ROOM: Main building Admin area

Victorian Poisons Information Line: 131126, 24 hours a day, 7 days a week or call 000 in the event of an emergency

First Aid Officers: (Trained to level 2 – HLTF311A)

Current Level 2 certificates in First Aid held by a number of staff

Including:

All staff

Incident Controllers:

Name: Tania Pearson Work location: Whittlesea SC Assistant Principal

Name: Keith Martin Work location: Whittlesea SC OH&S Rep

Evacuation Assembly Point:

Walker Reserve

If another evacuation centre is to be used (e.g. Recreation Centre), then the 'Alert' (beep-beep) sound will initially be heard, followed by an announcement informing staff and students of the evacuation centre location.

Nearest Medical Centre: Whittlesea Medical Clinic 97162207

Address: 77 Church Street, Whittlesea , 3757

Nearest Hospital: The Northern Hospital 8405 8000

Address: 185 Cooper Street, Epping, 3076

DET Security Services Unit: 03 9589 6266

Poisons Information: 131126

All other emergency services: 000