

# Monbulk College

**Policy:**

First Aid

**Date Ratified:**

November 2008

**Date of last Review:**

December 2015

## **BASIC BELIEFS:**

Monbulk College believes:

- That first aid attention should be provided for its students and staff
- That staff, students and parents/guardians should have confidence that all First Aid situations will be handled appropriately when they arise at the College or during its extra-curricular activities.

## **AIMS:**

Monbulk College aims to:

- provide an effective system of first aid management to protect its staff, students and volunteers
- provide an appropriately equipped area for First Aid purposes
- ensure that the person in charge of First Aid shall have a minimum of Level 2 First Aid qualifications
- ensure that the person in charge of First Aid will regularly inform staff on relevant matters relating to student health

## **IMPLEMENTATION PROCEDURES:**

- A sufficient number of staff to be trained to a Level 2 First Aid certificate, and with up-to-date Cardio Pulmonary Respiration (CPR) qualifications and Anaphylaxis training.
- Updates for Level 2 First Aid and Anaphylaxis training to be carried out every 3 years
- Updates for CPR to be carried out annually
- A list of qualified First Aid staff will be displayed in the Sick Bay.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.
- First aid materials that become contaminated will be disposed of using the appropriate hygienic disposal units (e.g. contaminable body fluids, sharps containers)
- The current recommended treatment for Asthma and Anaphylaxis will be communicated to staff regularly and will be displayed prominently in the Sick Bay and in the staffroom.
- Parents/Guardians will be requested to provide an “Asthma Management Plan” and /or an “Anaphylaxis Management Plan”.
- All students, especially those with a documented Asthma and Anaphylaxis Management Plan, will have access to Ventolin and a spacer, and Epi-pens at all times.
- All injuries or illnesses that occur during the school day will be referred to First Aid Officer. For serious injuries/illnesses, the parents/guardians will be contacted by the First Aid Officer so that professional treatment may be organised. Any injuries to a student’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 the First Aid Officer considers the injury to be greater than “minor” will be reported on DEECD Accident/Injury form LE375, and entered onto CASES. Relevant documents will be stored in the sick bay for the regulated amount of time.

- College Management will be notified of injury reports and First Aid Register data to identify persistent or serious health hazard
- Any student injury involving blood must have the wound covered at all times
- Medication, including headache tablets, will not be administered to children without the express written permission of parents/guardians.
- Parents/guardians of ill students will be contacted to take the student home.
- Parents/guardians who collect students from the College for any reason (other than emergency) must sign the student out of the College in a register maintained in the Office.
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher should confer with Principal class before deciding on an appropriate course of action.
- First Aid qualifications will be a consideration when selecting staff for camps or excursions.
- A First Aid kit will be kept on the College Bus. The First Aid Officer will regularly check its supply.
- A First Aid kit will accompany all school excursions.
- A comprehensive First Aid Kit will accompany camps, along with a mobile phone.
- All students attending camps will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where the student requires treatment. Copies of the signed medical forms to be taken on camps, as well as kept at school. A Risk Assessment of staff with First Aid training attending the camp will also be completed.
- The First Aid Officer 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.
- At the commencement of each year before students attend the college, requests for updated first aid information will be sent home including requests for any Asthma 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.
- A Risk Assessment document completed each year by the First Aid officer outlining:
  - how many and which staff have first aid qualifications
  - risks associated with subjects and roles of teaching and non-teaching staff
  - location of staff within the school
  - frequency with which they attend camps and excursions
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures supporting student health, such as:
  - administering Asthma medication
  - administering Anaphylaxis medication
  - Diabetes management plans
  - treatment of Epilepsy
 will also be given at that time.

Training may be provided by staff members at the College if they are appropriately qualified

## References

- <http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx>

<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	<i>M J Uren</i> 24/2/16
<b>Responsible for Review</b>	Assistant Principal – Policy and Planning Sub-Committee
<b>Next Review Date</b>	4 years (November 2019)