

Monbulk College

Policy:

First Aid

Date Ratified:

March 2020

Date of last Review:

February 2020

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:

- ensure the school community understands our school's approach to First Aid for students.
- provide an effective system of First Aid management to protect its staff, students and volunteers
- ensure all staff are familiar with the College's First Aid procedures; and observe their duty of care by providing First Aid treatment within the limits of their skill, expertise, training and responsibilities
- 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:

This policy is designed to sit alongside the First Aid procedures and resources on the [OHS Management System](#) and the key aspects of First Aid management procedures to the school community.

Staffing

- At least 10% of staff to be trained with the current (HTLAID003 'Provide First Aid' Certificate, and with up-to-date Cardio Pulmonary Resuscitation (CPR) qualifications
- All staff must be trained in the management of Anaphylaxis
- Updates for:
 - First Aid every 3-years, with 12-monthly CPR updates
 - Anaphylaxis training to be carried out every 2 years; including Anaphylaxis 6-monthly refreshers
- A list of qualified First Aid staff will be displayed in the Sick Bay.

First Aid kits

- A First Aid room "Sick Bay" 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 Kits:
 - Two portable first aid kits which may be used for excursions or camps will be stored in the Sick Bay Cupboard
 - A First Aid kit will be kept on the College Bus.

The First Aid Officer will regularly check its supply.

- First Aid materials that become contaminated will be disposed of using the appropriate hygienic disposal units (e.g. contaminable body fluids, sharps containers)
- 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.

- 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.

First Aid management

If there is a situation or incident which occurs at school or a school activity which requires First Aid to be administered to a student:

- Staff who have been trained in First Aid will administer First Aid in accordance with their training. In an emergency situation, other staff may assist in the administration of First Aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero “000” for emergency medical services at any time.
 - Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
 - If First Aid is administered for a minor injury or condition, Monbulk College will notify parents/carers
 - If First Aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
 - If staff providing First Aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
 - Whenever First Aid treatment has been administered to a student Monbulk College will:
 - record the incident on CASES21
 - if First Aid was administered in a medical emergency, report the incident to the Department’s Incident Support and Operations on 1800 126 126.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard First Aid treatments. This is because they can mask signs of serious illness or injury.

- 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 DET EduSafe where an injury has occurred in class, 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 or verbal consent of parents/guardians and completion of DET Medication Authority Form.

Care for Ill Students

- Students who are unwell should not attend school.

- 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 through the General 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.

Camps & Excursions

- First Aid qualifications may be a consideration when selecting staff for camps or excursions. Staff attending overseas trips are required to have current First Aid and CPR.
- 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 medical support requirements will be undertaken to ensure appropriate staff with First Aid training are attending the camp.

Management

- 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.

Risk Assessments

- 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

Communication

- 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>
- [Monbulk College: Anaphylaxis Policy](#)
- [Asthma Management Plans](#)
- [Student Health Needs Policies](#)

Approved By	School Council
Approval Authority (Signature & Date)	<i>M J Uren</i> 18/3/2020
Responsible for Review	Assistant Principal – Policy and Planning Sub-Committee
Next Review Date	February 2024 (4 years)