

Purpose

To ensure the school community understands *Mildura Senior College and Mildura English Language Centre's (College)* approach to first aid for students.

Scope

All employees, students and visitors should feel safe and well and be confident that they will be attended to with due care when in need of First Aid at the College.

First aid guidelines for anaphylaxis and asthma are provided for in our College's:

- *Anaphylaxis Policy*
- *Asthma Policy*

Definitions

First Aid: First aid is defined by the initial care of the ill or injured, where someone has had an accident or is suffering from a sudden illness and needs help until a qualified health care professional, such as a doctor, nurse or an ambulance officer arrives.

DET: Department of Education and Training

School hours: 8.50 am – 3.50 pm on school days

Policy

This policy aims to outline the protocols used at the College to:

- Administer first aid to staff, students and visitors, when needed, in a competent and timely manner. Both at school or during off-site school activities.
- Communicate a student's health problems to parents/carers when considered necessary.
- Provide supplies and facilities to cater for the administering of first aid.
- Maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate.

Note: Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The Principal will ensure that College has a sufficient number of staff (including at least one administration staff member) with the appropriate levels of first aid training to meet the first aid needs of the school community. Staff will be trained to a Level 2 First Aid Certificate and CPR qualification.

A list of staff members with up to date first aid qualifications will be placed at each first aid station around the school, as marked on the School Evacuation Map and Emergency Management Plan.

The College's trained first aid officers are:

First Aid Officer	Area	Date Trained
Kerry Dutton-Ashcroft	Admin	Jun 2019
Janet Scott	Admin & MELC	Dec 2019
Gail Ahearn	Student Services	Jan 2020
Jamie Knudsen	Maintenance Shed	Aug 2018
Melissa Trembath	TTC	Jun 2019

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All staff are encouraged to complete First Aid Training and all student activities must have the required number of trained staff in attendance and take a first aids kit and mobile phone.

General organisational matters relating to first aid will be communicated to staff at the beginning of each school year. Revisions of recommended procedures for administering specific medical conditions i.e. asthma and anaphylaxis will also be given at that time.

First Aid Kits

The College will maintain a supply of first aid kits at school. These first aid kits are available to take on excursions/camps. Basic first aid supplies are also available at a number of first aid stations around the school, as located on the school evaluation map.

Location of kits:

Mildura Senior College Campus

- An emergency first aid kit which will be stored at reception.
- A major first aid kit which will be stored in the first aid room.
- 8 portable first aid kits which may be used for excursions, camps, or yard duty. These portable first aid kits will be stored at reception.

Mildura English Language Centre Campus

- A major first aid kit which will be stored in the staff room.
- 2 portable first aid kits which may be used for excursions, camps, or yard duty. These portable first aid kits will be stored in the staff room.

The Administration Receptionist / First Aid Officer will be responsible for maintaining all first aid kits. They will ensure all contents are maintained and replaced where necessary in accordance with DET first aid guidelines. A comprehensive supply of basic first aid materials will be stored in the first aid room.

First Aid Room & Defibrillators

The MSC First Aid room (sick bay) is located in the Admin Building. Defibrillators are located in the Admin Building and TTC.

Care for Ill Students

- Students who are unwell should not attend school. Parents/carers should notify the College of their absence.
- If a student becomes unwell during the school day they may be directed to first aid room and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.
- When leaving the school during class times students must be signed out by using the Compass Kiosk. Note in an emergency situation the Receptionist/First Aid Officer will sign the student out.

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. If the situation and time permit, staff members may confer with others before deciding on an appropriate course of action.
- 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.
- All injuries or illnesses that occur during class time will be referred to the administration office staff, who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the yard duty teacher, who will then direct them to the appropriate first aid officer located at the administration office.

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- If first aid is administered for a minor injury or condition, the College will notify parents/carers by email or phone call.
- 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.
- Any students with injuries involving blood must have the wound covered at all times.
- Whenever first aid treatment has been administered to a student the College will:
 - Record the incident on CASES21
 - If first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.
- A confidential up-to-date register located in the administration office will be kept of all injuries or illnesses experienced by students that require first aid.
- No medication, including headache tablets, will be administered to students without the permission of parents/carers. Parents/carers need to supply the medication and specific directions for administration of the medication.
- Any medications requiring administration at school will be kept in the administration office and administered by the first aid officer. A written record of all medication administered will be kept.
- In the event of serious injuries/illnesses, the parents/carers must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a student's head, face, neck or back must be reported to parents/carers. The student must be collected from school and the parent/carer will be advised to seek medical advice.
- Any student who is collected from school by parents/carer 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 DET Accident/Injury Form and entered onto CASES21.

Medical Action Plans

When enrolling at *Mildura Senior College and Mildura English Language Centre* and at the commencement of year, a request for updated first aid information will be sent to students who had a Medical Form in the prior year, including requests for any 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 students at the College who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction or asthma attack must have an individual management plan, e.g. Asthma Action Plan &/or Anaphylaxis Management Plan.

Where necessary, an individual management plan will be in place as soon as practicable after a student enrolls and where possible, before the student's first day.

At the ***Mildura Senior College Campus*** students are encouraged to keep their adrenaline auto injectors &/or prescribed reliever medication on their person. Students are also encouraged to provide the College with a spare, this must be labelled with the student's name and is located at the front office of the College.

At the ***Mildura English Language Centre Campus*** students are required to provide the centre with their adrenaline auto injectors &/or prescribed reliever medication, this will be stored in their classroom in the Teacher's desk drawer and also in the first aid kit located in the Staff Room. These must be labelled with the student's name.

Camps & Excursions

- All school camps/excursions will have at least one Level 2 first aid trained staff member in attendance at all times.
- A comprehensive first aid kit and mobile phone will be taken by teachers on all camps and excursions.
- Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*.

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- 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 school.
- It is the responsibility of parents / carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer’s responsibility to collect them and cover any associated costs.

Resources

This policy should be read in conjunction with the following Department policies and guidelines:

- School Policy and Advisory Guide:
 - [Asthma](#)
 - [Anaphylaxis](#)
 - [First Aid](#)

The following College policies are also relevant to this policy:

- 1.01 Anaphylaxis Policy
- 1.03 Camps & Excursions Policy
- 1.16 Health Care Needs Policy
- 1.17 Medication Policy
- 1.32 Asthma Policy

Review and Evaluation

<i>Ratified by:</i>	<i>SOP</i>	<i>Ratified date:</i>	<i>21.05.2020</i>
<i>Document Owner:</i>	<i>Business Manager</i>	<i>Reviewed date:</i>	<i>24.06.2023</i>
<i>S:\Admin\Policy Docs\Policy Register</i>		<i>Review Cycle:</i>	<i>Every 3 years</i>
<i>Principal Approval:</i>			

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