



### Help for non-English speakers

If you need help to understand the information in this policy please contact one of our Assistant Principals for assistance with scheduling a Language Loop meeting, ph: 03 9280 1955.

### 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*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

### 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.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). 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.

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.

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## 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 First Aid Compliance 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. Note first aid room locations: MELC Campus - staff room & MSC Campus – first aid room admin building.
- Our school follows the Department’s policy and guidance in relation to our first aid room to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).
- When leaving the school during class times students must be signed out by using the Compass Kiosk. Note in an emergency situation the Receptionist &/or First Aid Compliance 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.
- 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.

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- 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 the College will:
  - record the provision of care on eduSafe Plus. If the care is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
  - if care was provided in response to a medical emergency or reportable incident, follow the Department’s [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department’s Incident Support and Operations Centre on 1800 126 126 where required to under that policy.
- 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.

### 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 encourage 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*.
- 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.

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## Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our College’s website and Compass
- Included in staff induction processes and staff training
- Included in staff handbook
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## Further Information & Resources

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

- [First aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)
- 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>21.07.2021</i>
<i>Document Owner:</i>	<i>Business Manager</i>	<i>Reviewed date:</i>	<i>17.02.2022</i>
<i>S:\Admin\Policy Docs\Policy Register</i>		<i>Review Cycle:</i>	<i>3 years</i>
<i>Principal Approval:</i>			

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