



FIRST AID POLICY

Rationale

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 Mildura Senior College.

Definitions

First Aid: First aid is defined as 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.

DEECD: Department of Education and Early Childhood Development

School hours: 8.50 am – 3.50 pm on school days

Aims

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

- Administer first aid to staff, students and visitors, when needed, in a competent and timely manner.
- Communicate a student's health problems to parents/guardians 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.

Guidelines

1. A sufficient number of staff (including at least one administration staff member) to be trained to a Level 2 First Aid Certificate, and with up-to-date CPR qualifications.
2. 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.
3. If a student presents as unwell and is deemed unwell by the first aid officer, their parent/carer will be contacted and asked to collect them from school.
4. When leaving the school during class times Students (other than emergency) must sign out of the school register which is located in the Student Services Centre .
5. A comprehensive supply of basic first aid materials will be stored in the first aid room in the administration building.
6. First aid kits are available to take on excursions/camps. Basic first aid supplies are available at a number of first aid stations around the school as located on the school evaluation map.
7. The purchase and maintenance of first aid supplies, first aid kits, ice-packs is the responsibility of the first aid coordinator or her delegate and are to be maintained as per DEECD first aid guidelines.
8. When enrolling at Mildura Senior College 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.
9. General organizational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering specific medical conditions i.e. asthma and anaphylaxis will also be given at that time.

Implementation

General First Aid

- All injuries or illnesses that occur during class time will be referred to the administration 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.
- Minor injuries only will be treated by staff members on duty, while more serious injuries - including those requiring parents to be notified and/or possible treatment by a doctor – require a Level 2 first aid trained staff member to provide first aid. Mildura Senior College first aid officers are located at the administration office.
- Any students with injuries involving blood must have the wound covered at all times.
- 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 or guardians. Parents/guardians 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/guardians must be contacted by the administration staff so that professional treatment may be organized. Any injuries to a student's head, face, neck or back must be reported to parents/guardians. The student must be collected from school and the parent/guardian advised to seek medical advice.
- 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 a teacher considers the injury to be greater than "minor" will be reported on DEECD Accident/Injury Form LE375, and entered onto CASES21.
- All staff have authority to call an ambulance immediately in an emergency. If the situation and time permit, staff members may confer with others before deciding on an appropriate course of action.
- All students, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.

Camps & Excursions

- All school camps will have at least one 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 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.

Resources

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx>

Mildura Senior College Anaphylaxis Management Policy

Appendices

Mildura Senior College First Aid Process Flow Chart

Mildura Senior College First Aid Communication Process

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidkit.aspx>

Evaluation

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