

# FIRST AID POLICY

## RATIONALE:

Wallan Secondary College students and staff have the right to basic first aid in the case of minor injury or illness.

Wallan Secondary College has a responsibility to provide equitable access to education and respond to individual student needs, including health care needs.

Students at Wallan Secondary College have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid. The College has a moral and legal obligation to ensure that this care is administered promptly.

## GUIDING PRINCIPLES:

Wallan Secondary College aims:

- To administer first aid to students when in need in a competent and timely manner;
- To communicate student's health problems to parents when considered necessary;
- To provide supplies and facilities to cater for the administering of first aid; and
- To maintain a sufficient number of staff members trained with a Level 2 first aid certificate.

## IMPLEMENTATION:

The College will ensure that an effective first aid management plan is implemented. It will include the following:

- A sufficient number of staff will be trained to a Level 2 first aid certificate to meet the requirement of the DET first aid guidelines, and with up-to-date CPR qualifications.
- A list of Level 2 trained staff is maintained in the school Emergency Management Plan and posted on the OHS notice boards as per DET guidelines. This list will also be communicated in other relevant staff forums.
- Details of students who are known to have allergies or other major illnesses will be provided to the First Aid Co-Ordinator. The list will include the student's normal medical program and medicines to be used when symptoms develop or in time of crisis. The Daily Organiser should inform CRTS of the location of these details.
- A first aid room will be available for use at all times. A supply of first aid materials will be stored in a cupboard in the first aid room and maintained in accordance with the DET guidelines.
- First aid kits will also be available in all Staff Offices, as well as the Technology areas and at the main Administration Offices.
- The school Defibrillator is located in the main Administration Office.
- Supervision of the first aid room will form part of the role of the Student Services Manager.
- Injuries or illnesses that occur during class time will be recorded in the First Aid Book at Student Services.
- All injuries or illnesses that occur during recess or lunch breaks will be referred to the teacher on yard duty or directly to Student Services.
- All staff will be provided with basic first aid management procedures—and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on yard duty, while more serious injuries including those requiring parents/guardians to be notified, or suspected treatment by a doctor, require a Level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- Only prescription medication will be administered to children by the Level 2 Trained Office staff. All prescription medication must be accompanied by written instruction detailing the time to be given and dosage. Preferably those on the original packet, set by the pharmacist
- No non-prescription medication, including headache tablets, will be given to children.
- For more serious injuries/illnesses, the parents/guardians must be contacted. Any injuries to a child's head will be reported to parents/guardian.
- Parents/carers are primarily responsible for the health and wellbeing of their children. It is the parent's responsibility to provide details of allergies and other major illnesses to the school at the time of enrolment and then when any health needs arise.

- 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, or where a teacher considers the injury to be greater than "minor" will be entered onto the CASES 21 databank.
- If an ambulance is called, or a child requires treatment, such as a plaster cast, by a doctor or hospital, the incident must be reported to Emergency Management and recorded electronically.
- Parents of students who are ill will be contacted to take the children home.
- Parents who collect a student from school for any reason (other than emergency) must sign the student out of the College in a register maintained in the Main Administration Office.
- If an ambulance needs to be called, the Level 2 first aid trained staff member should consult a member of the principal class first in enact emergency procedures.
- All school camps will have at least one Level 2 first aid trained person present 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 outlining medical details and giving teachers permission to contact a doctor or ambulance should instances arise where the student requires treatment.
- Copies of the signed medical forms are to be taken on camps and copies are also be kept at College.
- Copies of the signed medical forms are to be taken on excursions. Staff will make contact with the College if required.
- The first aid officer is to be 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, requests for updated first aid information will be sent home, including requests for any asthma management plans, anaphylaxis management plans and 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.
- General organisational matters relating to first aid and revisions of recommended procedures for administering asthma medication will be communicated to staff when needed.
- All staff are required to complete anaphylaxis management training as mandated by the Department of Education and Early Childhood Development.
- It is recommended that all students have personal accident insurance and ambulance cover.

Related websites:

<http://www.education.vic.gov.au/school/teachers/management/Pages/firstaidohsms.aspx>

**Date of next review: March 2020**

This policy was ratified by the Wallan Secondary College Council	9 <sup>th</sup> May 2017	
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Wallan Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard the safety of any student of our College.