



## **FIRST AID POLICY**

### **Rationale:**

All students, staff and visitors to the College have the right to feel safe and well, and know they will be attended to with due care when in need of first aid.

### **Objectives:**

- To administer first aid to students, staff and College visitors when needed in a competent and timely manner.
- To communicate students' health problems to parents/ guardians when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with Level 2 first aid certificates.

### **Guidelines:**

#### **General**

- Any casualties who have injuries involving blood will have the wound covered.
- Parents/ guardians of ill students will be contacted to take the student/s home when it is deemed by the First Aid officer that the student would not benefit from staying at the College.
- The First Aid Officer is responsible for the purchase and maintenance of first aid supplies 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, 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 will be communicated to staff at the beginning of the year and whenever it is appropriate.

#### **Training**

- A sufficient number of staff (including teaching, non-teaching, and administration staff) to be trained to a Level 2 certificate standard, and with up-to-date CPR qualifications.

#### **Kits**

- The first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored and accessible in the first aid room.
- First aid kits are also distributed in other areas of the school. See Appendix A.

#### **Supervision**

- Supervision of the first aid room will be carried out by trained first aid staff, or in their absence an administration staff member.

#### **Record Keeping**

- An up-to-date first aid attendance register is kept in the first aid room where all injuries and illnesses experienced by students, staff or College visitors are recorded.
- Parents of all students who receive first aid will be sent home, via the student, a completed form indicating the nature of the injury and any treatment given. For more serious injuries the parent/guardian will also receive a phone call to be informed of the situation, or to advise that medical aid be sought.
- Any injuries greater than 'minor' will be recorded on a CASES 21 form and sent in to DEECD.

- Any student who is collected before the end of the school day from first aid must sign the early leavers register kept in the first aid room.

**Asthma**

- All students or staff, especially those with a documented asthma management plan, will have access to asthma reliever medication and a spacer at all times as per Asthma Policy

**Headlice**

- Any student who is sent up to first aid for a headlice inspection will have this recorded in the Headlice register and a form will be sent home with the student for the parent/guardian to see the outcome as per Headlice Policy

**Calling for an ambulance**

- If an ambulance is needed then the staff member attending the situation must inform one of the Principal class before the Ambulance is called. In life threatening emergencies the Principal class needs to be informed as soon as possible after calling for an ambulance. (Please remember that people on a healthcare card are covered for ambulance transportation).

**Medications**

- No medication including analgesic medication (eg headache tablets) will be administered without prior consent from a parent/guardian.
- All medications (apart from asthma reliever medication) are to be stored and registered in the first aid room as per Medications Policy

**Excursions/Camps**

- All school camps and excursions will have at least one Level 2 trained first aid staff member.
- A comprehensive kit or kits will accompany all excursions and camps along with a mobile phone or other means of communication (eg; satellite phone).
- All students attending camps or excursions will have provided a signed medical form providing 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 camp and excursions as well as a copy being kept at school.

**Evaluation**

The effectiveness of this policy will be reviewed as part of the College's four year review cycle.

**Appendices:**

**Appendix A: [First Aid Kit Placement and First Aid Related Items](#)**