

FIRST AID POLICY

POLICY STATEMENT

The College is committed to the safety of its students, staff and others who attend the College or are involved in the College's activities or events. First aid at the College involves immediate assistance pending the arrival of health professionals (for incidences assessed as serious) or parents, carers, guardians or emergency contacts (for less serious cases).

POLICY SYNOPSIS

Consistent with our commitment, policies and procedures are for the provision of first aid in response to incidents of illness and injury that inevitably occur from time to time.

This policy outlines the College's approach to first aid management of Health Centre / First Aid Room presentations, noting different arrangements are required for offsite activities. There is a distinction made between less serious matters where care is transferred to parents, carers and guardians and emergency cases that are transferred to health professionals. In all cases, staff comply with record-keeping requirements.

The policy also outlines arrangements made for First Aid including

ISSUE HISTORY

RATIONALE

The College is committed to the safety of its students, staff and others who attend the College or are involved in the College's activities or events. In many cases, first aid can reduce the adverse consequences of illnesses and injuries. In addition, the College has a legal duty of care to take all reasonable steps to minimise the risk of foreseeable harm to others and we are required to have policies and procedures to provide a safe environment where students are and feel safe. All workplaces are required by law to maintain appropriate first aid facilities.

SCOPE

This policy covers students, staff and others whilst at the College or involved in activities or events held outside the College. It also covers parents, carers and guardians whose support is needed to update records and provide health management plans and medications.

This policy covers situations where first aid should or is provided by staff to students, staff and others at the College or at a College activity or event.

PRINCIPLES

The care and safety of our community members is at the core of our Salesian values and a legal requirement. This policy assists in discharging our obligations.

DEFINITIONS

First Aid	The emergency treatment provided to students, staff and others who suffer injury or illness while at the College or involved in a College event or activity using the facilities or materials available at the time. Includes preserving life (ensuring airways are open, restoring breathing / circulation, monitoring pending transfer to a health professional, protecting the person, preventing deterioration of condition and promoting recovery and return to normal condition.
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If a student believes they are unable to return to classes, contact is made with a parent, carer, guardian or emergency contact so they student can be collected. In the event that the College cannot secure a response, the student will remain in the Health Centre or First Aid Room whilst efforts to make contact continue.

When a student requires further medical treatment or is to be sent home:

- The student's parents are notified to collect the student
- The Year Level Coordinator or Dean of Students is notified - if possible prior to the student's departure

General guidelines for the management of Health Centre / First Aid Room presentations is provided in Appendix 2.

Management of Emergencies

In cases of serious incidents, injuries or illnesses:

Priority is given to the welfare of the individual

The site is made safe and evacuated when necessary

Trained first aid staff determine whether the injured person can be moved (e.g. to Health Centre or First Aid Room) and administer first aid

Arrangements are made for any transportation (e.g. ambulance) that is required

Parents, carers or guardians of students and emergency contacts for staff and others are contacted as early as possible

Steps to follow in the event of a medical emergency are provided in Appendix 4.

Any assistance from others that is needed should be secured for timely completion of these tasks e.g. to move the person, to await an ambulance.

Once emergency actions conclude, the incident is recorded and, when the event is a Worksafe notifiable incident, Worksafe are notified in accordance with legal requirements and our OHS Policy.

In situations where parents, carers, guardians or emergency contacts can't be reached, a staff member accompanies the ill or injured person.

Any time the presence of an ambulance is requested, the Principal or an Assistant Principal is notified as soon as possible.

As soon as is possible and reasonable after an injury and if appropriate, parents, carers or guardians are made aware of the College's participation in the Catholic Church Insurance Student Care Policy.

Camps, Sports, Excursions

Planning for camps, sports and excursions includes the appointment of a designated Teacher in Charge, collection of first aid kits and an assessment of participants' medical conditions and the trained staff required to provide first aid.

First aid kits are available from the Health Centre (Bosco Campus) and First Aid Room (Mannix Campus). The Teacher in Charge should make prior arrangements so that the

appropriate number and type of kits can be prepared. The kit type and number will be recorded to keep a record of its whereabouts and to ensure it is restocked as needed.

In the event of an injury or illness where further treatment is required, the Teacher in Charge will determine whether to:

- Arrange transportation e.g. ambulance for urgent treatment

- Contact the student's parents, carers or guardians to arrange transport and treatment

Any time the presence of an ambulance is requested or in the event of a major incident, the Assistant Principal – Students and / or Assistant Principal – School Organisation is notified

When the event is a Worksafe notifiable incident, Worksafe is notified by the Health Centre Administration Assistant in accordance with legal requirements and out OH&S Policy.

For offsite activities, other staff should email relevant details of incidents to the Health Centre Administration Assistant for encoding. In the event of an intermediate or severe illness or injury, the Teacher in Charge completes an incident form and notifies Worksafe Victoria.

The incident form is provided in Appendix 5 and Appendix 6 should be completed for 'near misses' i.e. where 'it is'

person cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency service.

Medication may be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency. The College maintains a stock of EpiPens and storage is available for EpiPens supplied by families but senior students can keep their EpiPen with them. Similarly, the College maintains a stock of Ventolin but families are encouraged to supply asthma medication that students carry with them. See Anaphylaxis Policy for more information.

When a student presents to the College's Health Centre as unwell (not an emergency incident) and requires pain relief, our Health Centre staff will contact the parent/guardian/carer and advise that their child is unwell and that we cannot administer pain relief. Parents/guardians/carers can either, come and provide the medication to their child themselves or, pick their child up from the College.

Dispensing S8 and S4D Prescription Medication

Such medications that may fall under the S8 and S4Ds categories on the school premises or at school camps would be, Quetiapine, Vyvanse, Dexamphetamine, Concerta and Ritalin.

For the dispensation and administration of these medications during school times and/or activities, they are required to be in the original packaging with dispensing details, a Medication Authority Form provided and only enough medication that the student is requiring.

All S8 and S4D prescription medications are to be recorded accurately in a drug register record, found in the Health Centre at Bosco and First Aid room at Mannix and signed off by 2 staff members, also a medication administration form is to be filled in and then uploaded into the student's medical profile on SIMON.

Details to be contained in records

These medications must be written in a drug register and on a school medication administration form that will be uploaded into SIMON on the individual student's profile.

A person required to keep records, as soon as practicable after completing administration must record:

- (a) The date

If there is any significant and sustained deterioration in concussion symptoms, further rest

medication (including EpiPens and Ventolin) and for providing permissions for activities and offsite events

Students Responsible for complying with rules, procedures and directions from staff and displaying a caring attitude for the health and safety of others

PRINCIPLES

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RESOURCES

[Worksafe compliance code for first aid in the workplace](#)

Department of Education and Training Victoria First Aid Content Checklist, available on the [First Aid for Students and Staff webpage](#)

[Murdoch Children's Research Institute HeadCheck Concussion Recognition Support Tool](#)

[The Royal Children's Hospital Melbourne Head Injury – return to school and sport](#)

[Concussion Recognition Tool 5](#)

RELATED POLICIES

Anaphylaxis Policy

Medical Management Policy

Administration of Medication to Students Procedure

Occupational Health and Safety Policy

APPENDIX 1 - RISK ASSESSMENT TO IDENTIFY FIRST AID REQUIREMENTS

This assessment is reviewed at least annually with the First Aid Policy. Separate risk assessments are completed prior to camps and excursions.

Risk	Assessment
The size and layout of the school – buildings, external areas.	Buildings on the Bosco Campus are on the northern boundary with the technology centre and oval somewhat remote. Mannix Campus activities are conducted predominantly in one building.
High risk areas – technology and science laboratories, health and physical education facilities, performing arts facilities, workshops or maintenance areas, chemical storage areas.	Technology, Sport and the Facilities Department are assessed as higher risk activities.
The number of campuses.	The College is comprised two campuses separated by the Monash Freeway.
The number of employees, students and others in the workplace.	Up to 1,100 students, 160 staff and visitors attend the College each day.
Known medical conditions of staff, students and others.	There are a number of anaphylactic and asthmatic students and some staff. There are other staff and student pre-existing medical health conditions recorded.
Previous incidents or trends in illness or injuries.	Other than incidents arising from illnesses / conditions, incidents often relate to sport.
The nature and location of camps, excursions and other off site activities.	The College conducts offsite sports and outdoor education camps.
School vehicles.	The College operates five buses and has use of one utility vehicle.
Proximity to medical facilities and access to emergency services.	The College is in close proximity to Monash Health, Cabrini and a number of inner city emergency departments. The closest Ambulance Victoria station is Mount Waverley.
Proximity of hazards in the school or local environment.	There are no particular hazards impacting on the College.

First aid needs identified

Need	Response based on assessment
The number of designated first aid officers	The College has determined that, in addition to the Health Centre Administration Assistant, most staff across both campuses are required to be trained in Basic First Aid HLTAID011 (this certificate is to be renewed every three years), which includes the refresher in Provide Cardiopulmonary Resuscitation (CPR) HLTAID009. In addition, staff have additional training to assist with excursions, camps and sport.
The location of first aid room, if required	The Bosco First Aid Facility is located in the Health Centre (Cooper Building) and the Mannix First Aid room is located near the main entrance and adjacent to the staff room.
The number, location and contents of first aid kits.	First aid kits are located in the Health Centre and Mannix First Aid Room where kits for excursions are also available for distribution and in

APPENDIX 2 GENERAL GUIDELINES FOR FIRST AID

Circumstance	Description
Identified health needs	

APPENDIX 3 COLLEGE CHECKLIST

Task	Person/s responsible	Due date	Distribution	Notes
List of students by Homeroom with asthma and anaphylaxis	Health Centre Administration Assistant	Term 1 and 3 professional learning days and update		

APPENDIX 5 REGISTER OF INJURIES FORM

REGISTER OF INJURIES	NUMBER
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APPENDIX 7 CONCUSSION – To help identify concussion in children, adolescents and adults. Follow Concussion Recognition Tool;

