

## **RATIONALE**

All students and staff 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.

## **AIMS**

- To administer first aid to students and staff when in need, in a competent and timely manner.
- To communicate students health problems to parents 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 a level 2 first aid certificate.

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## **POLICY**

This Policy should be used in conjunction with the DEECD Student Health reference.

- If a student should become ill at school, staff will contact a parent/carer to arrange for the child to be picked up from school. It is essential therefore that we have up to date contact telephone numbers for parents and emergency contacts.  
It is also important that we have up to date medical information in order that we deal with illness/injury at school in an appropriate manner.  
Parents are advised to ensure that they have suitable Ambulance cover.
- It is recommended that all students have personal accident insurance and ambulance cover.
- Students who are ill should not attend school and should remain at home until they have recovered.
- Ill students must first report to the first aid room where the attendant will contact parents/carers. Students wishing to contact home at this time will be supported by staff to do so.
- The required number of staff will be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- The First Aid Attendant is to be responsible for the stocking and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep and cleanliness of the first aid room. Ordering of first aid supplies will be done through the First Aid co-ordinator.
- At the commencement of each year, requests for updated first aid information will be sent home via the Newsletter. The first aid attendant will ensure that all asthma management plans, anaphylaxis management plans, medication authority and other medical forms, are reviewed annually and reminders are sent to parents and followed up if necessary.
- An appropriate level of confidentiality is to be observed at all times, consequently students not requiring first aid are to be excluded from the First Aid room.

- First Aid kits will be available in the Gym and all technology areas of the school. The First Aid attendant will check and re-stock these kits once a term. The teachers in charge of these areas should notify First Aid room staff if re-stocking is required more often.
- All visits to the First Aid room will be recorded on CASES21. When the attending staff member is not able to access CASES21, a register located in the first aid room will be kept of all injuries or illnesses experienced by students that require first aid. Staff attending to the student will keep notes stating the symptoms, whether the condition is stable, improving or deteriorating, what action has been taken and the outcome. This document is confidential and should not be left open for others to see.
- Any students in the first aid room must be supervised by a staff member. Students will not be left unsupervised in the first aid room.
- All First Aid staff will be provided with Level 2 First Aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff. In the event of a significant **blood spill** a kit containing the necessary equipment for cleaning up is available from the first aid room.
- In the case of any illness/injury staff members are **NOT required to diagnose** or treat any condition apart from carrying out the appropriate first aid measures. Further treatment must be carried out by qualified Medical Professionals.
- Ill or injured students will NOT be released into their own care, nor can they sign themselves out of the school.
- Details of the collection of students from school must be completed in the sign out register at Reception.

- **MINOR ILLNESS OR INJURY**

The student will obtain written permission to leave the classroom and proceed directly to the first aid room.

The First Aid attendant will determine the appropriate action, either to provide first aid treatment and send the student back to class or to contact parents to arrange for the child to be picked up.

If a parent/guardian cannot be contacted a nominated emergency contact will be called.

- **SERIOUS ILLNESS OR INJURY**

The first aid attendant should be called to the student if they cannot safely go to the first aid room. The attendant must take the emergency first aid kit located on the bench in the first aid room and portable phone to the site.

If the student can be moved safely he/she should be taken to the first aid room.

**IF THERE IS ANY POSSIBILITY OF A SPINAL INJURY, SERIOUS HEAD INJURY OR OTHER SERIOUS INJURY THE STUDENT MUST NOT BE MOVED UNTIL THE SITUATION IS ASSESSED BY AMBULANCE OFFICERS.**

**Head injuries** are always taken seriously.

The cause of the injury is often the best indication of its severity.

Staff will check the following when assessing a suspected head injury:

- ~ The patient's response
- ~ State of consciousness (change or deterioration)
- ~ Blood or clear fluid escaping from the nose or ears
- ~ Loss of memory
- ~ Confusion
- ~ Wounds
- ~ Deformation of the skull
- ~ Pupils becoming unequal in size

- ~ Abnormal vision
- ~ Headache
- ~ Nausea and/ or vomiting

Based on these observations first aid staff should make a decision whether or not to call 000.

- All staff have the authority to call 000 for an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- The 000 operator must be advised of the following
  - What happened (if known)
  - State of Consciousness
  - Obvious injury
  - Age
  - Location of patient
  - Best access route for Ambulance

Do not terminate a phone call for assistance until the service operator indicates for you to do so.

First aid staff will always notify parents/emergency contacts following any student receiving a blow to the head, neck or back even if no symptoms are present.

Parents will be contacted as soon as possible in the event of their child being seriously ill or injured.

- Any student who is collected from school by parents/guardians as a result of an injury, or who is treated 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 or first aid officer considers the injury to be greater than "minor" must be recorded on DEECD Cases 21 Incident Notification Form preferably by the staff member in charge when the incident occurred, and entered onto CASES 21.
- Staff injuries are not recorded on CASES21. Staff should 'self report' any injuries using [www.eduweb.vic.gov.au/edusafe/](http://www.eduweb.vic.gov.au/edusafe/)

- **ANAPHYLAXIS**

Follow the ASCIA approved Action plan for Anaphylaxis.

Action plans and Epipens are kept in the Anaphylaxis Response Kit which is kept on the shelf below the Fax machine, just inside the general office door.

**Always call an ambulance immediately for Anaphylaxis**

Do not use an Epipen on any student other than the person it has been prescribed for. The only time you may do this is under instruction from the Ambulance personnel when you call 000.

Posters with photographs of students at risk of Anaphylaxis are displayed (with consent of parents) in the First aid Room, Staffroom, Food Technology, Staff areas in Learning Centres and the canteen.

Originals of Action plans are kept in the Anaphylaxis Resource Manual and copies are also in the blue Student Medications and Medical conditions folder in the First Aid room.

Anaphylaxis action plans are sent home at the end of each year to be updated by parents and returned to the school by the beginning of the new school year.

- **ASTHMA**

Asthma action plans are required for all students whose enrolment forms indicate that they have asthma. These plans are kept in the Asthma Policy folder in Sickbay.

Students should carry their asthma medication with them at all times. Where necessary Ventolin and a spacer may be taken to a student.

All students whose enrolment indicates they have asthma are sent an Asthma Action plan at the end of each year to be updated by parents and returned to the school for the beginning of the new school year.

In the absence of a current Asthma action plan the Asthma Foundation First Aid 4X4 plan should be followed.

Asthma emergency kits are located in Food Technology, the Gym and the First Aid room.

- **CAMPS AND EXCURSIONS**

A comprehensive first aid kit, including a spacer and Ventolin puffer, will accompany all excursions and camps, along with a mobile phone or appropriate communication systems.

First Aid kits must be signed out and returned by the teacher in charge. Upon return all kits must be checked and restocked by the First Aid room attendant before being made available for use.

If any student who may need any extra first aid requirements (e.g.: diabetics, anaphylaxis risk) is attending the event please notify the First aid/Sickbay attendant to ensure that you have the appropriate equipment.

All school camps and excursions will have at least 1 Level 2 first aid trained staff member at all times.

All students attending camps and 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 their child requires treatment. Copies of the signed forms are to be taken on camps and excursions.

- **DIABETES**

Students may keep a BGL test kit in the first aid room or in their schoolbags (some students use the same one at home and at school)

If Insulin is required it is provided by parents and kept in the fridge in the First Aid room.

Emergency kits for each student with Diabetes containing sweets, carbohydrate snacks and possibly Glucogen Hypokit are kept the First Aid room. These are replenished as necessary by the parents of students with diabetes.

Posters of students with Diabetes are displayed (with consent of parents) in the First Aid Room, Staff room and the staff areas of Learning Centres if appropriate.

- **MEDICATIONS**

NO MEDICATION (with the exception of emergency Ventolin and an emergency spare Adrenalin injector) will be provided by the School.

Any medication (including Paracetamol) must be supplied by parents, along with a completed Medication Authority form, and handed in to the Staff in First Aid. These forms are available from the School and must be reviewed and updated annually.

Medications provided by parents should be in the original packaging, prescription medication must be in the original packaging and must have the pharmacy label attached. All medication will be kept in a locked cupboard in the First Aid room. Medication must be within its expiry date. Staff will not administer any medication that is past its expiry date.

The First aid/sickbay MSDS folder must have emergency First aid information on all medications kept in sickbay.

Administration of all medication will be recorded on CASES21 and also the GSC Medication Administration Log.

- **ONGOING TREATMENT OF INJURIES**

The school will provide first aid for any injury sustained at school on the day on which it occurred. Subsequent wound dressing and treatment is the responsibility of parents and guardians.

The school is not required to provide treatment for injuries sustained outside of school, including body piercings and tattoos. Dressings etc. should be attended to at home prior to coming to school.

'Strapping tape' is not provided by the school. If a student has a condition for which medical advice recommends 'strapping' they need to provide their own tape and ideally this should also be attended to at home prior to coming to school. First Aid staff are not trained in the correct application techniques and will not be asked to perform same.

- **EXISTING MEDICAL CONDITIONS**

Appropriate forms will be sent to parents/guardians of any students whose enrolment details show that they have Asthma, Diabetes or are at Risk of Anaphylaxis, to be completed and returned to the School.

Forms are also available for other Medical Conditions if Parents wish to provide further treatment instructions than those given on the Enrolment form.

The current DEECD guidelines, Codes of Practice and the DEECD First Aid Policy are used as current documents. This policy provides guidelines specific to Gisborne Secondary College.

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle. School Council will review the level and purpose of parent payments and voluntary contributions annually and in doing so will be consistent with any advice or instruction received from the DEECD.

Ratified by Council: 30 April 2014