

WARRAGUL REGIONAL COLLEGE

FIRST AID CARE POLICY



October 2016

COLLEGE VALUES

Warragul Regional College has four core values: Community: We take care of each other, Achievement: We strive for excellence, Respect: We respect people and property and Effort: We work hard. We expect all members of our learning community to demonstrate these values everywhere and all of the time.

The college is a leading school in this state in implementing a safe collaborative and inclusive environment with student having a strong sense of belonging, identity, self-worth and voice. Underpinning this commitment is School-Wide Positive Behaviour Support (SWPBS) and membership of the Safe School's Coalition. These initiatives promote health, wellbeing and social inclusion for every member of the Warragul Regional College community.

Warragul Regional College has a zero tolerance for child abuse

RATIONALE

First Aid is defined as emergency treatment and life support provided to employees, students and visitors who suffer injury or illness whilst at work/school.

Effective First Aid should be available to all students, employees or visitors who need it.

PURPOSE

- To ensure that Warragul Regional College is supplied with the resources and training necessary to provide effective initial treatment in the event of sudden illness or injury to students, staff or visitors.
- To encourage preventative measures which include the development of procedures to minimise emergency situations and to promote safety awareness.
- To provide all students with an awareness of safety issues and First Aid skills appropriate to their level of understanding.

IMPLEMENTATION

The school must ensure that:

- Adequate training and resources are to be provided to effectively deliver First Aid in the event of sudden illness or injury to students or employees.
- Funds will be available for the training of First Aiders according to DET requirements

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- All officially designated First Aiders will be provided with immunisation against Hepatitis B as requested.
- All school based staff will be anaphylaxis trained and each Year Level office, the Student Services office and the general office will have at least one staff member trained to at least Workplace level 2
- There will be a designated First Aid Officer/s who will be responsible for First Aid facilities and equipment throughout the school. This will encompass:
 1. Care and maintenance of the Sick Bay
 2. First Aid kits
 3. Supplies and equipment
 4. Staff training
 5. Ensuring that the First Aid resource poster and handbook is clearly displayed and updated regularly.
 6. Maintaining records, including collection of individual management plans
 7. Disseminating information to staff re children who are medically at risk
- There will be a minimum of one First Aider available:
 1. At the school during normal working hours.
 2. At other times such as excursions, camps, out of hours program and interschool sport.
- First Aiders will be responsible for:
 1. Monitoring patients according to their condition.
 2. Recording all First Aid treatment. A copy of treatment will be forwarded with the patient where further assistance is sought. The First Aider should respect the confidential nature of any information given.
 3. First Aiders will only respond within the boundaries of their training and will seek further medical assistance where necessary.
- All school-based staff will be aware of the First Aid procedures, the location of resources and adequate hygiene practices
- In the event of sole occupancy, (eg. cleaners or staff members) such people are expected to organise appropriate telephone access.

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Parents and Guardians are to ensure that they:

- Keep the school informed of current emergency contact details, current medical conditions and appropriate history relating to students.
- Correctly complete and return all medical forms for camps and excursions.
- Complete confidential medical forms on an annual basis and return to school.

STANDARD PROCEDURES

- Parents may be informed of their child's attendance at the Sick Bay and may be requested to collect their child depending on the severity of the illness or injury.
- Parents must be informed immediately if the child sustains an injury above the shoulders and will be requested to take the child home.
- In cases of severe illness, injury or cause for concern, the child's parent/guardian will be contacted immediately. If the parent/guardian/emergency contact is unable to be contacted, First aid personnel, in consultation with the principal, will make the decision on the course of action to be taken.
- Should the student require an ambulance, the parent/guardian/emergency contact will be notified as soon as possible after the ambulance is called. If such contact is unavailable, a teacher or responsible adult as designated by the principal will accompany the student. The parent/guardian will be responsible for any costs incurred for transportation by the ambulance service.
- Due to our need to maintain the safety of our students, all medications to be taken at school (with the exception of asthma inhalers and epipens) must be given to the year level administrator to be stored in a designated safe area. (Eg. locked cabinet or staffroom fridge)

EXCURSIONS/CAMPS

- A Level 2 trained person will be in attendance on all camps and excursions.
- A portable First Aid kit and a mobile telephone must be taken on all excursions and camps.
- An emergency medical form will be sent home prior to the camp/excursion, to be returned to school promptly. Teachers must be notified of any change in medical conditions prior to camps/excursions.
- Children will not participate in camps or excursions without returning the appropriate form.

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- When an injury occurs, the attending teachers will decide on the appropriate First Aid treatment.
- In cases of severe illness or injury, a child's parent/guardian will be contacted. If the parent/guardian is unable to be contacted, the school will contact the emergency contact as provided by the parent/guardian. If this is unsuccessful, or in exceptional circumstances, the teacher in charge will make the decision on the course of action to be taken.

FIRST AID FACILITIES

- The school will always maintain an appropriately equipped Sick Bay.
- The Sick Bay will be clearly signed and marked on college maps. All employees and students are to be made aware of the location of the Sick Bay.
- One major First Aid kit will be kept at the Sick bay.
- Portable First Aid kits must be available for camps, excursions and inter-school sport.
- First Aid kits will be checked and restocked at the end of each term.

SICK BAY PROCEDURES

- Accidents will be reported to Administration.
- Incident Report Forms will be appropriately completed.
- Parents will be notified as required.
- Students will be released from Sick Bay only when approval is given by the First Aider, class teacher or administrative staff.