

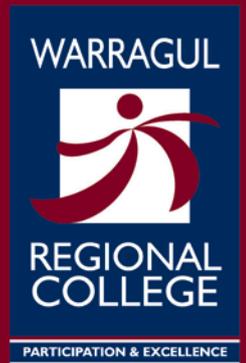
WARRAGUL REGIONAL COLLEGE

FIRST AID CARE POLICY

(HEALTH & SAFETY)

SEPTEMBER 2012

DRAFT



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

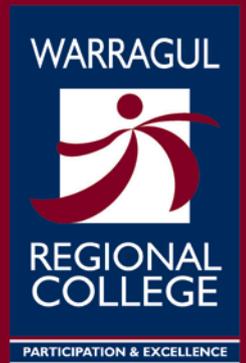
The school must ensure that:

- 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 DEECD requirements. (see Appendix A)
- All officially designated First Aiders will be provided with immunisation against Hepatitis B as requested.
- All school based staff will be trained to at least Level 1 and a minimum of two staff members will be trained to at least Workplace level 2
- At least one qualified person (Workplace Level 2) will be responsible for First Aid 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.

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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.
 - Rostered 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. Rostered 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.

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.

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STANDARD PROCEDURES

- Parents will be informed of any 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) must be given to the class teacher to be stored in a designated safe area. (Eg. locked filing cabinet or staffroom fridge)

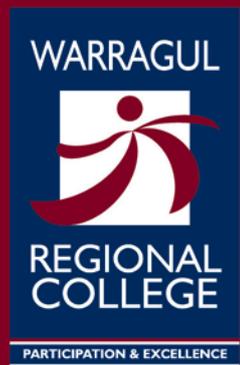
EXCURSIONS/CAMPS

- 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.
- 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.

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FIRST AID FACILITIES

- The school will always have an appropriately equipped Sick Bay.
- All employees and students should be 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.
- Procedures for use of the Sick Bay will be kept within the Sick Bay and be clearly visible.

SICK BAY PROCEDURES

- Accidents will be reported to the Sick Bay.
- Incident Report Forms will be appropriately completed.
- Parents will be notified if required. Otherwise, information will be sent home to parents.
- Students will be released from Sick Bay only when approval is given by the rostered First Aider, class teacher or administrative staff.
- No student will be left unattended in the Sick Bay during class time.

MEDICATIONS POLICY

Due to our need to maintain the safety of our students, all medications to be taken at school, or during school activities, (with the exception of asthma inhalers) must be given to the class teacher to be stored in a designated safe area. (Eg. locked filing cabinet or staff room fridge.)

All medications that are brought to school must be accompanied by a letter signed and dated by the parent/guardian, and must include the following information:-

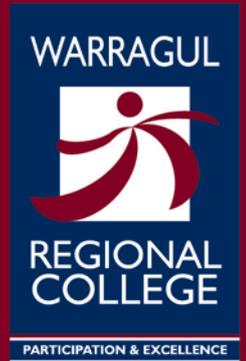
- The student's name and class
- The name of the medication and its strength
- The dosage, the time it is to be given, and the length of treatment course
- Preferred storage conditions (for example some medication must be refrigerated).

Prescription medication must be in its original container and can only be given to the designated recipient i.e. the person named on the label.

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If these conditions are not met at the school, medication will not be given and the parent/guardian will be contacted.

It is the responsibility of the person in charge of medication to ensure that there are adequate supplies of medications provided to the school and to regularly check the expiry date.

Additional supplies of medications that are required for prompt emergency treatments will be kept in a designated staff room cupboard.

When a student is on intermittent medications (e.g. for allergies or asthma) an appropriate **Management Plan** must be completed, with the assistance of a doctor, and sent to the school. It will then be attached to the student records. This must be signed by the parent/guardian and doctor and updated if any changes should occur, or at least every year.

The parent/guardian will be notified immediately after the administration of any intermittent medication.

NON-PRESCRIPTION MEDICATIONS

Non-prescription medications such as Panadol and any cough mixtures will be considered to be the same as prescribed medications, and will only be given when an appropriate management plan has been completed and signed by the parent/guardian. This plan must include the indications and symptoms that will require the medication to be given. In some cases, teachers may wish to refer the matter to Level 2 trained personnel or the principal.

The use of Aspirin as an analgesic medication should be avoided because there is evidence that its use may increase the risks of students developing Reye 's syndrome, a rare disorder characterised by brain damage.

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ASTHMA

Children trained in their use may keep asthmatic sprays (e.g. Ventolin, Respolin). This practice must have the parent's/guardian's written stipulation which will be updated annually.

Exercise Induced Asthma can affect up to 85% of students with asthma, and can occur during exercise but may often occur soon after completion of exercise. It is therefore very important that the inhaler accompanies the child at all times, especially whilst playing sport, and should not be left in the classroom or school bag.

All inhalers should be labeled clearly with the student's name to prevent any confusion.

Whilst the school has a nebuliser on site, the medication must be provided by parents/guardians as per medication guidelines.

EXCURSION/CAMPS

Appropriate emergency medical forms will be sent home prior to the camp/excursion/swimming programs to be returned to school promptly. These will be collected and taken on the relevant activity. Teachers must be notified of any change in medical conditions immediately prior to camps/excursions. Staff will also be encouraged to complete their own medical forms.

The camp/excursion leader will designate a participating staff member to collect, store and administer medication to those children whose parents have supplied such medication. The designated person will keep records of medication administration. A person will also be responsible for the first aid kit.

We request that any child on regular medication should be provided with an extra 2 days supply when attending an overnight camp.

In severe cases of illness or injury, the child's parents will be contacted. If the parent/guardian is unable to be contacted, the school will contact the emergency contact provided by the parents. In exceptional circumstances the teacher in charge will make the decision on the course of action to be taken. The principal will be contacted as soon as possible.