



CATHEDRAL COLLEGE WANGARATTA
A school of The Anglican Schools Commission (Inc.)

First Aid Policy

Section	Student Welfare
Number	6C
Version	1.1
Approved	School Council
Date	February 2019
Review Date	February 2020

1.0 Purpose

AIMS

- To provide and ensure students and staff have access to appropriately qualified first-aid trained staff in the event of illness, injuries, or accidents.
- To ensure students safety and wellbeing are addressed efficiently and effectively in a range of activities and location.
- To ensure students are safe against potential hazards and risks.

2.0 Principles

Cathedral College Wangaratta is committed to the provision of an effective system of first aid management to protect the health and safety of all school employees, students and visitors as a requirement of the Occupational Health and Safety Act 2004. The school's policy applies to all who may be affected by injuries or illness resulting from school activities, whether on or off school campus, or attending Outside Hours School Care.

RATIONALE

- Under the provision of the *Occupational Health and Safety Act 2004* [Occupational Health and Safety Regulations 2017] and the duty of care obligation that a school has to its students the school is responsible for providing first-aid facilities and sufficient staff trained to an appropriate level of competency in first-aid.

3.0 Procedures

IMPLEMENTATION

- As part of the duty of care owed to students and teachers, the College is required to administer first-aid when necessary within the limits of the available staff skills, expertise, and training.
- A member of staff must be an accredited and trained First Aid Officer.
- It should be noted that a teacher is obligated to assist an injured student.
- In the case of serious injury or illness, neither the Principal nor the teacher is required to diagnose or treat the condition apart from carrying out appropriate first aid. Diagnosis and treatment are the responsibility of the ambulance practitioner in attendance.
- All staff should have current and undergo triennial first-aid, and annual Response and Anaphylactic Training.
- Cuts and abrasions should be cleaned under running water.
- Disposable plastic gloves are essential and should be worn by all staff attending students.
- **Only** staff with first-aid qualifications should provide first-aid but other staff may be required to do so in the event on an emergency.

The 'First Aid' Policy is displayed in the following locations:

LOCATION:
Student Services – 344 Wangaratta-Whitfield Road, Wangaratta
Outside School Hours Care – 344 Wangaratta-Whitfield Road, Wangaratta
Staff Portal & School website

PROCEDURE

FIRST AID OFFICERS:

The College has provided the number and qualification level of first aid officers required. These officers also require Course Code qualifications for Anaphylaxis and Asthma Emergency.

The designated First Aid Officers are:

Sharon Nolan Student Services

Vicki Roberts Administration

Jessica Drage Administration

FIRST AID OFFICER(S) TRAINING:

The College has ensured that all school first aid officers have undergone recognised First Aid, Anaphylaxis and Asthma Training. The school maintains a registry of all first aid officers, listing first aid qualifications and renewal date. This register is maintained and updated in MAZE data-base by Sharon Nolan.

The first aid officer's will have the following qualifications:

Level 2 First Aid – course code HLTAID003

Anaphylaxis – 22300Vic First Aid Management of Anaphylaxis 22300Vic

Asthma – 22282Vic Management of Asthma Risk & Emergencies in the workplace.

FIRST AID EQUIPMENT AND FACILITIES:

First Aid Kits

The school has provided the number of first aid kits required according to the number of staff and students at our school.

First Aid Kit Details:

First Aid Kit Description	TYPE Location
Student Services emergency first aid kit Camp Kit bags - A,B,C,D	Student Services Office
Sports Kit	Sports Centre
Outdoor Education Kit	Material Technology Centre
OSHC	OSHC
Science Lab First Aid Kits	Chem Labs

The school has completed the **First Aid Checklist for First Aid Kits**.

First Aid Room

The school has provided a first aid room and designated first aid area. First aid signs with a green cross and white background are displayed for students, staff, visitors and emergency services to clearly identify the location for medical assistance.

Emergency telephone numbers are prominently displayed for:

- Ambulance/Fire brigade/Police
- Local hospital
- Poisons Information Centre
- First Aid Officers names and contact numbers are clearly displayed
- First aid supplies are checked each term or after increased usage.

The school has allocated the following locations as the designated first aid room/ area.

LOCATION	TELEPHONE NUMBER
Student Services	03 5722 2144

The school has assigned responsibility for the room/area to the listed designated first aid officer/s.

LOCATION/ ROOM	FIRST AID OFFICER
Student Services	Sharon Nolan
Administration Building	Vicki Roberts & Jessica Drage

First Aid Room Contents:

The school has met the content requirements of the first aid room providing the following items:

- Eye protection
- Gown/apron
- Disposable gloves
- Resuscitation mask
- Sink and wash basin with hot and cold water, work bench or dressing trolley
- Cupboards for storing medicaments, dressings and linen
- A container for soiled dressing
- A sharps disposal system
- Electric power points
- A couch with blankets and pillows
- An upright chair
- A desk and a telephone
- Signage indicating emergency telephone numbers
- Signage indicating emergency first aid procedures
- A first aid kit appropriate for the workplace (WorkSafe, 2008)
- Wheelchair

FIRST AID PROCEDURE FOR NON-EMERGENCY RESPONSE

Yard duty teachers are to wear a high visibility vest to assist students to easily identify them.

Students are required to report to the yard duty teacher for basic first aid. If further medical attention is required the student is to present to the First Aid Officer for further medical attention.

During class, if a student requires medical attention they are to be sent to the First Aid Officer.

Staff providing first aid may assess that an emergency response is not required, but medical advice is needed. In these circumstances, the school should ask the parents/guardians or emergency contact person to collect the student and recommend that advice is sought from a medical practitioner.

Example: This response would apply if a student:

- receives a blow to the head but there are no signs of concussion
- reports persistent aches and pains.

Emergency assistance may then be required.

Note: It is not the role of the school and school staff to:

- make a decision about medical prognosis.
- determine whether the point of the Not-For-Resuscitation order has been reached.

FIRST AID PROCEDURE FOR EMERGENCY RESPONSE

If a student is seriously injured or ill, call an ambulance immediately on 000. Be ready to provide the following details:

- your name
- location
- number of people involved, and
- details of the medical emergency.

The First Aid Officer should be alerted as soon as possible. This can be done by delegating a student to be sent to the student services office or make contact via telephone. Never leave the student alone or move them.

Delegate a staff member who will escort or direct the ambulance/medical personnel to the site of the emergency and arrange for first aid to be provided in the interim.

Send staff/students to the main building/property entrance to flag the ambulance as it approaches.

ACCOMPANYING STUDENTS TRANSPORTED BY EMERGENCY SERVICES

Upon the principal's discretion a staff member may accompany a student transported by emergency services when one or more of the following applies:

- a parent/guardian or emergency contact person cannot do so
- the age or development of the student justifies it
- the student chooses to be accompanied
- alternative supervision for remaining students can be arranged.

ACCOMPANYING STUDENTS BY PRIVATE VEHICLE

On the rare occasion when a school staff member has to transport a student to emergency care (such as when an ambulance is not available), at least two adults should accompany the student to ensure the:

- driver is not distracted.
- student can be constantly supervised.

ACCIDENT AND INCIDENT RECORDING

The school records all information relevant to the first aid management of an injury or illness.

The recording system provides:

- *The date and time of the incident.*
- *A description of the incident and/or symptoms.*
- *Signs observed by the first aid attendant.*
- *Treatment given.*
- *Whether the person returned to work/class, went home, or was transferred to a doctor or hospital.*
- *Report to Worksafe: Public Online Written Incident Submission when a student, staff or visitor is taken to hospital.*

<https://www3.worksafe.vic.gov.au/powsWeb/onlineNotificationWizard.do?method=init>

All incidents are recorded on the school's student database; MAZE.

ADMINISTERING MEDICATION:

The school has designated suitably trained staff to be responsible for the appropriate storage and administration of prescribed and non-prescribed medications to students.

All medications to be dispensed to students by the school must be handed into the Student Services office. They need to be in their original packaging with a clearly legible prescription label. Parents/guardians should also provide a daily dispenser pack which indicates the days of the week the medication is to be dispensed. The First Aid Officer will administer the medication according to the pharmacy script/doctor's directions. A completed Medication Authority Form (MPF) must be received before any medication will be dispensed. Where the medication is not part of an ongoing plan but more of a one off occurrence, the medication to be dispensed must be in its original packaging with a prescription label and signed parental consent to dispense. The MPF includes the following information:

- *Name of student requiring medication*
- *Parental authorisation*
- *Medical practitioner's instructions*
- *Specific dosage to be administered to student*
- *Safe storage of medication*
- *Time medication to be taken by student*
- *Route medication to be taken e.g. oral, inhalation, injection, etc.*
- *If the dosage/time of the student's medication or circumstances change, the school must be notified immediately and a new form completed (if required).*

All medication dispensed must be recorded in a log that records date, time, dose and administering staff member's name and signature.

The first aid officer will inform their relieving staff, classroom teacher and relevant Head of School as to the following:

- students requiring dispensation of medication
- location of medication
- dosage requirements.

It is the responsibility of the classroom teacher/student to remember to report to Student Services for dispensing of medication.

In the event of a dispensing error, e.g over-dose, the following actions are to be taken:

1. If required follow first aid procedures outlined in the student health support plan or anaphylaxis management plan
2. Ring the Poisons Information Line 13 11 26 and give details of the incident and student
3. Act immediately on their advice

4. Contact parents/guardians or the emergency contact person to notify them of the medication error and action being taken
5. Review medication management procedures in light of the incident.

Should a scheduled dosage be missed the parents/guardians are to be informed.

Parental/guardians permission is required to administer analgesics (pain medication) to students.

In the case of medication that needs to remain in the possession of the student- an Epipen for instance – the College needs to be made aware of the condition, the medicating regime and an up to date spare device is to be given to the student services office for emergencies. Refer to Anaphylaxis Policy.

All medication administered must be recorded by the first aid officer on the school's student database.

Self Administration

In the circumstances where the school has received written permission from a health practitioner and/or parent/guardian for a student to carry and self-administer their own medication this will be allowed under the following conditions:

- The medication does not have special storage requirements
- The carrying of the medication does not create potentially unsafe access to the medication by other students
- The medication is in its original packaging (with dosage).

4.0 Additional sections

FIRST AID ROOM CHECK LIST	<input checked="" type="checkbox"/>	x	N/A
a first aid kit appropriate for the workplace	<input checked="" type="checkbox"/>		
first aid manual	<input checked="" type="checkbox"/>		
a sink with a hot and cold water supply, soap and disposable paper towels	<input checked="" type="checkbox"/>		
a couch or bed and comfortable seating	<input checked="" type="checkbox"/>		
pillows and clean linen	<input checked="" type="checkbox"/>		
a cupboard stocked with required dressings, utensils, linen and personal protective equipment (PPE)	<input checked="" type="checkbox"/>		
a refuse container with disposable lining for soiled waste	<input checked="" type="checkbox"/>		
a container for the safe disposal of sharps	<input checked="" type="checkbox"/>		
a bowl or bucket (minimum two litres capacity)	<input checked="" type="checkbox"/>		
electric power points	<input checked="" type="checkbox"/>		
examination lamp / torch	<input checked="" type="checkbox"/>		
a chair and a table or desk	<input checked="" type="checkbox"/>		
first aid register and health and safety incident forms	<input checked="" type="checkbox"/>		
workbench / dressing trolley	<input checked="" type="checkbox"/>		
a telephone and/or emergency call system	<input checked="" type="checkbox"/>		
a portable stretcher		<input checked="" type="checkbox"/>	
A notice should be displayed clearly showing: <ul style="list-style-type: none"> names, usual locations and contact numbers of first aid personnel certificate expiry dates of first aid personnel the name and contact details of the first aid officer responsible for the room/area. 	<input checked="" type="checkbox"/>		
FIRST AID ROOM CHECK LIST	<input checked="" type="checkbox"/>	x	N/A
List of all relevant emergency numbers clearly displayed – including <ul style="list-style-type: none"> Ambulance/fire/police Local hospital nearest medical clinic/medical practitioner Poisons Information Centre Local hospital Other 	<input checked="" type="checkbox"/>		
Checklist of all items required for the room for regular assessment	<input checked="" type="checkbox"/>		
The first aid room is to:			
offer privacy via screening or door access	<input checked="" type="checkbox"/>		
be well lit and ventilated	<input checked="" type="checkbox"/>		
be readily accessible to toilet facilities	<input checked="" type="checkbox"/>		
have an entrance that is clearly marked with first aid signage	<input checked="" type="checkbox"/>		

RESOURCES:

- Occupational Health and Safety Act 2004 (Vic)
- First Aid in the Workplace Compliance Code 2008 (Vic)
- Independent Schools Victoria
http://www.is.vic.edu.au/compliance/school_ops/first_aid.htm
- Department of Education and Early Childhood Development website
<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx>

FORMS/ADDITIONAL INFORMATION:

- First Aid checklist – first aid personnel
- First Aid checklist – first aid kits
- First Aid checklist – first aid rooms
- Medication Administration Record
- Worksafe Incident Report (on Worksafe website)
- Medication Authority Form