



FIRST AID POLICY

PURPOSE

To ensure the school community understands Cranbourne East Secondary College's approach to first aid for students.

OBJECTIVES

- To ensure first aid is administered to students, staff and visitors in a competent and timely manner.
- To ensure that parents/guardians/emergency contacts are kept informed regarding any student health issues or concerns when considered necessary.
- To maintain college supplies and facilities that cater for the administration of first aid.
- To maintain a sufficient number of staff members trained with a Level 2 First Aid certificate and in anaphylaxis management. First aid for anaphylaxis is provided in our school's *Anaphylaxis Policy*.
- To maintain the Asthma Management for Victorian School Staff for all staff members.

POLICY

From time to time Cranbourne East Secondary College staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The principal will ensure that Cranbourne East Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Cranbourne East Secondary College's trained first aid officers in daily attendance in the first aid room are:

- Maria Pintaudi (trained July 2016)
- Rebecca Liebhart (trained April 2015)

First aid kits

Cranbourne East Secondary College will maintain:

- A major first aid kit which will be stored in the first aid room.
- Thirteen portable first aid kits which may be used for excursions, camps or yard duty. The portable first aid kits will be stored in the first aid room.

Rebecca Liebhart and Maria Pintaudi will be responsible for maintaining all first aid kits.

Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the first aid room (located in the blue building) and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Cranbourne East Secondary College will notify parents/carers by sending a text message to the mobile phone number on our records of parent/carer A.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Medication, including headache tablets, will not be administered to students without a signed authorisation form by parents/guardians. Such medication is to be provided to Cranbourne East Secondary College by parents/guardians and is to be kept in original packaging. It will be stored in a locked cupboard in the first aid room. If prescription medication is required, the authorisation form is to be signed by a parent/guardian and a medical practitioner.

- If student(s) require first aid away from the first aid room and a student is already being provided first aid in the first aid room.
 - Attendant will ring call button (doorbell) in the first aid room.
 - If the person who responds to bell is qualified in first aid, they will be sent to the student's location with a first aid kit.
 - If the person who responds is not qualified in first aid, they will use the on call list to contact a qualified staff member and direct them to the student's location. Two students will be sent to student's location with a first aid kit.
- Whenever first aid treatment has been administered to a student, Cranbourne East Secondary College will
 - record the incident in the log book located on the desk in the first aid room. If the student is not in the first aid room when first aid is administered, the incident will be recorded on the First Aid Record Sheet located in the first aid kit and the sheet will be delivered to the first aid room after first aid has been administered.
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.
- Adult injuries will be entered onto the Edusafe website.

Student Records

- At the commencement of each year, requests for updated first aid information will be sent home, including requests for Asthma Management Plans, allergies, high priority medical forms and reminders to parents/carers of the policies and practices used by Cranbourne East Secondary College to manage first aid, illnesses and medication throughout the year.
- General organisational matters relating to first aid will be communicated each year. Revisions of recommended procedures for administering Asthma medication will also be given at that time.

Blood Spills

- Standard hygiene precautions (including the use of plastic disposable gloves) and the correct management of blood spills and other body fluids minimises the risk of transmission of infectious diseases including bacterial and viral infections. Where grounds and/or furniture are contaminated, the area this has occurred in is to be reported immediately to a Principal Class Officer. The area is then to be isolated and appropriate cleaning solutions applied to the area by the designated contract cleaner or appropriately trained staff on site.
- The "blood rule" in sports and at recess/lunch times will be adhered to. If a student has, or receives, an injury in which blood is evident, the student will leave the activity immediately and report to the First Aid room for attention. Students will not be permitted to remain in, or return to, normal school activities with exposed blood or bodily fluid.
- Parents/Carers/Emergency contacts will provide children with alternative clothing should their garments be infected with blood or bodily fluid.
- Parents/Carers/Emergency contacts will be made aware if a student has been treated for a major blood spill or if their child has been involved with another bleeding child.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

http://cesc.vic.edu.au/images/Documents/Policies/Anaphylaxis_Policy_CESC.pdf

REVIEW CYCLE

This policy was last updated on March 15, 2018 and is scheduled for review in March 2019.