



First Aid

Rationale

Mount Alexander College ensures the delivery of a quality First Aid service to cater for the needs of the school in keeping with duty of care as required by the Department of Education and Training (DET).

Aim

- To provide first aid treatment and comfort to injured or ill students, within the limits of the First Aid person's training and maintaining duty of care in line with the DET School Policy and Advisory Guide.
- To assess whether additional treatment may be required and make appropriate arrangements with or on behalf of parents/others for some, as appropriate.

Implementation:

- Principals and teachers must be familiar with the school's first aid procedures and observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.
- The First Aid Officer is to ensure the First Aid room is adequately stocked and that the Sick Bay is kept clean.
- First Aid procedures are to be followed according to the DET School Policy and Advisory Guide and DET First Aid Policy, keeping within the First Aiders level of competency and training. These guidelines: First Aid and Infection Prevention and Control Procedure <http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx> will be easily accessible in the First Aid room.
- A **First Aid Summary Sheet** (Appendix 1) will be posted in the First Aid room and on the OH&S Notice Board.
- In line with the DET First Aid Policy and the Mount Alexander College population size, **6 First Aid Kits** will be available.
- A **First Aid Risk Assessment** (Appendix 2) will be conducted annually.
- Students will have access to first aid treatment during school hours including the duration of after school activities.
- Staff with First Aid Level 2 training will be available when the First Aid Officer is not on duty. These staff will be identified via a list published annually, and amount to an appropriate ratio (200-399 employees and students: ie. **4 First Aid Level 2 trained staff** at Mount Alexander College) per total population in keeping with the DET First Aid Policy and appropriate risk assessment.
- Parents have the responsibility to provide current contact phone numbers (both home and emergency), details of allergies and major illnesses to the college. They will be required to sign authority forms for all excursions and camps, giving teachers the right to take necessary steps to seek aid for the ill or injured. Parents have the responsibility not to send a child to school with an existing medical condition or illness that requires immediate first aid unless prior agreement has been reached with the school.

- Student medical histories and known allergies will be accessible in the First Aid room. Basic information of existing medical conditions/allergies will be communicated to staff, as appropriate, for example, prior to school camps.
- All first aid treatment of students will be recorded in CASES21. Recurrent visits will result in parents, Year level and wellbeing leaders being notified.
First aid treatment of employees will be reported on eduSafe.
- If a student is seriously injured, staff will attempt to contact parents or emergency contact. Where this is not possible, staff will be expected to make a decision as to action to be taken (such as calling an ambulance with cost borne by the parent). This is done in accordance with the duty of care. For all serious accidents and injuries where a parent was contacted, an Injury Report is to be completed by the attending First Aider and a CASES21 data entry made by the First Aid officer.
- During class periods, students will require a written First Aid pass issued by their teacher, except in an emergency situation.
- Intentionally inflicted injuries are to be reported to the Assistant Principal, after first aid treatment is given. An injury report is to be completed and statements taken, if necessary.
- Students who are suspected of illicit drug and alcohol intake will be assessed and treated. Documentation to be made in CASES21 and the Assistant Principal informed and parents contacted as/if required.
- Any evidence of maltreatment or abuse is to be reported to the Assistant Principal in keeping with duty of care and the school's zero tolerance of child abuse.
- Parents of students who require regular medication, after consultation with the college must provide written authorisation which will be documented in CASES21 and provide a current supply of medication (in original packaging-clearly showing name, dosage and expiry date). It will be kept in a locked cupboard in the First Aid Office. An updated list is maintained by the First Aid Officer and staff can access this on request if appropriate.
- Parents of students who require emergency medicines, after consultation with the school must complete a written management plan, authorising use and giving clear indications and provide a current supply of medication (in original packaging- clearly showing name, dosage and expiry date). This is to be kept in a locked cupboard, clearly marked with student name, dosage and indications.
- Paracetamol tablets or Paracetamol soluble tablets must be supplied by the parent/guardian and will only be given to students with the written permission of their parent/guardian and intake observed and monitored closely for any abuse.
- Students who are deemed too ill or injured to remain at school are to be collected by their parent/guardian. Students are not to make their own way home without written permission. Parents/Guardians are to report to the Heads of House Office to collect students who will then sign out via the Compass Kiosk.
- Portable First Aid back packs will be available and maintained by the First Aid Officer for all excursions and out-of-school grounds activities, as recommended by DET.
- First Aid cabinets in student learning areas will be easily accessible and maintained by the First Aid Officer. Staff will be made aware of these locations on a regular basis.

The following are covered in the **DET School Policy and Advisory Guidelines/Student Health**, which should be consulted for specific information and advice.

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/conditions.aspx>

- Acquired Brain Injury
- Anaphylaxis
- Responding to Anaphylaxis
- Asthma
- Asthma Attacks: Treatment
- Cancer
- Cystic Fibrosis
- Diabetes
- Epilepsy and Seizures
- Gender Identity (students with a transgender or intersex status)
- Haemophilia
- Student Pregnancy and Parenting
- Thalassaemia

Resources

The Mount Alexander College Council will ensure adequate financial resources for first aid supplies and to maintain appropriate number of qualified Level 2 First Aiders ie. 4

Appendices

- 1 First Aid Summary Sheet
- 2 First Aid Risk Assessment

Related Policies, Links and Legislation

Child Protection
Child Safety Code of Conduct
Administration of Medication
Ambulance
Anaphylaxis Management
Asthma
Head Lice
Sick Bay
Occupational Health and Safety
Camps, Tours, Excursions, Incursions and Adventure Activities
Student Attendance

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx#1>

<http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx>

Occupational Health and Safety Act 2004

Evaluation

This policy will be reviewed every three years or as required by DET updates.

Key Reviewer	Date Ratified	Next Review
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First Aid Officer	26/06/2017	
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Signatures	
Wayne Haworth Principal	School Council President

Appendix 1



First Aid Summary Sheet

This sheet should be displayed near first aid kits, in first aid room/sick bay and on notice boards

General

LOCATION ADDRESS: _____

NEAREST CROSS STREET: _____

LOCATION OF FIRST AID ROOM: _____

Victorian Poisons Information Line

Available 24 hours a day, 7 days a week on **13 11 26** or call **000** in an event of an Emergency

First Aid Officers – Completed Provide First Aid (HLTAID003)

Insert Photo

Insert Photo

Insert Photo

Name
Work location
Telephone extension

Name
Work location
Telephone extension

Name
Work location
Telephone extension

Warden/Incident Controllers

Name: _____ Work location: _____

Name: _____ Work location: _____

Name: _____ Work location: _____

Evacuation Assembly Point (at least 200 metres away from work area)

Nearest Medical Centre

Telephone: _____

Address: _____

Nearest Hospital

Telephone: _____

Address: _____

Emergency and Security Services Unit

Available 24 hours a day, 7 days a week on **03 9589 6266**

Central Office Use Only	Issue Date: April 2011	Last Reviewed: August 2015	Next Review Date: August 2017
No: DET ESWB-27-3-4		Authorised By: Manager ESWB	

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Appendix 2

DET First Aid Risk Assessment

This form is to be completed with reference to [First Aid and Infection Prevention and Control Procedure](#).

1. Personal Details					
Name of Person/s Conducting the Assessment:				Date: / /	
School / Workplace:					
2. Items to be considered for the provision of First Aid in the workplace			Description		
Type of work performed and the nature of the hazards (e.g. science laboratories, workshops, chemical storage, offices, vehicles, excursions and camps etc).					
Potential illnesses or life threatening injuries (e.g. anaphylaxis and asthma, cardiac arrest where an Automatic External Defibrillator may be required) and likely causes.					
The size and layout of the workplace (e.g. terrain, access and egress, proximity of high hazard areas and isolated areas to first aid, etc).					
The number and distribution of employees and others, including arrangements such as shift work, travel requirements, visitors.					
The location of the site (e.g. proximity to medical facilities and access to ambulance services).					
3. Are following minimum First Aid Room requirements available, where a first aid room is required as per section 6.3.1 in the First Aid and Infection Prevention and Control Procedure ?					
	Ye s		Ye s		Yes

Eye Protection	<input type="checkbox"/>	Sharps Disposal System	<input type="checkbox"/>	Desk/table and Telephone	<input type="checkbox"/>
Gown/Apron	<input type="checkbox"/>	Biohazard Waste Container	<input type="checkbox"/>	List of Emergency Numbers	<input type="checkbox"/>
Disposable Gloves	<input type="checkbox"/>	An upright Chair	<input type="checkbox"/>	Electric Power points	<input type="checkbox"/>
Resuscitation mask	<input type="checkbox"/>	Storage Cupboards	<input type="checkbox"/>	Sink (hot & cold Water)	<input type="checkbox"/>
Work Bench or Dressing Trolley	<input type="checkbox"/>			Blankets and Pillows	<input type="checkbox"/>

4. Minimum First Aid Facilities – also refer to School Policy and Advisory Guide - Student Health and First Aid and WorkSafe Victoria Compliance Code – First aid in the workplace			
Site Characteristics	Minimum first aid requirements - <i>The minimum acceptable level of training is HLTAID003 Provide First Aid</i>		Tick
Less than 50 employees (and students)	1 first aid officer	1 first aid kit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
50 - 199 employees (and students)	2 first aid officers	4 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
200 - 399 employees (and students)	4 first aid officers	6 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
400 - 599 employees (and students)	6 first aid officers	8 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
600 - 799 employees (and students)	8 first aid officers	10 first aid kits and a first aid room with a bed and stretcher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
800 - 999 employees (and students)	10 first aid officers	12 first aid kits (including specific “type of incident” treatment) and a first aid room with a bed and stretcher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
>1000 employees (and students)	10 + one first aid officer for every additional 100 employees and students	12 + one kit for every additional 100 employees and students A first aid room with a bed and stretcher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Where access is limited to medical and ambulance services (e.g. remote workplaces, school field excursions etc)	2 additional first aid officers for every category	2 additional first aid kits for every category	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Additional First Aid Facilities			

Insert description of additional facilities required after completing and evaluating **sections 2, 3 and 4** of this form:

6. Review Controls

Workplace Manager and/or Management OHS Nominee verifies provision of the above first aid facilities:

Name:

Effective Not effective

Date: / /

Signature:

Workplace Manager and/or Management OHS Nominee are to maintain completed forms.