

# Box Hill Senior Secondary College

## FIRST AID

### POLICY

#### **Rationale:**

- All students have the right to feel safe and well, and know that they will be attended with due care when in need of first aid.

#### **Aims:**

- To administer first aid to students when in need in a competent and timely manner.
- To communicate students health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate.

#### **Implementation:**

- As many staff as possible (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- As the College does not have a nurse the sick bay is kept locked. All students wishing to enter the sick bay must first report to reception. The receptionist or another Cert 2 trained staff member will evaluate the student's condition and take appropriate action to manage the incident.
- First aid kits will be available in each wing of the College, as well as the staff room and administration offices.
- A supply of medication for teachers will be available at reception.
- Supervision of the first aid room will form part of the daily yard duty roster, though for the sake of consistency of treatment and communication effectiveness, only a small number of qualified and appropriate staff members will be allocated to first aid room duty.
- Any students in the first aid room will be supervised by a staff member at all times.
- A confidential up-to-date register located in reception will be kept of all injuries or illnesses experienced by students that require first aid.
- All staff will be provided with infection control training, including the management of blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Any student with injuries involving blood or broken skin must have the wound covered at all times.
- No medication (including headache tablets) will be administered to students without the express written permission of parents or guardians using the appropriate Medications Administration form.
- Parents of all students who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a student's head, face, neck or back must be reported to parents/guardian.
- Any student who is collected from College by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where the treating first aid teacher considers the

injury to be greater than “minor” will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES21.

- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on (13 23 60) and on EduSafe and reference should be made by staff to the College’s Incident Management policy.
- Parents of ill students will be contacted to take the student home.
- Parents who collect from College for any reason (other than emergency or the end of the school day) must sign the student out of the College in a register maintained in reception.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with others before deciding on an appropriate course of action.
- All College camps will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All students attending camps or excursions will have provided a signed medical form providing medical details and granting teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of all medical notifications will be taken on camps and excursions, as well as kept at College. This process is completed online using Compass
- All students attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting teachers permission to administer the medications.
- All students with anaphylaxis are required to present the College with a management plan prepared by their treating practitioners, and to provide the College with an epipen needed to implement their plan at the College. A separate anaphylaxis policy exists.
- It is recommended that all students have personal accident insurance and ambulance cover.
- The College has a wheel chair and crutches for use by injured students. A separate policy exists for their use.

**Evaluation:**

- This policy will be reviewed as part of the College’s three-year review cycle.

This policy was last ratified by College Council on May 20, 2014

Signed: **Gina D’Ettorre** (Council President)