



STAWELL SECONDARY COLLEGE

First Aid Policy

Rationale:

- The rationale of this policy is to ensure that students, staff and visitors including volunteers can access appropriate first aid at Stawell Secondary College.

Aims:

The aims of this policy are to ensure that:

- Staff members are familiar with the school's first aid procedures
- Staff members observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities
- The school supports first aid by providing asthma kits, first aid kits, first aid rooms, and by managing blood spills and bleeding students and syringe disposal and injuries
- The school responds swiftly to medical emergencies and reports medical emergencies and incidents as required.

Definitions:

Term	Definition
First aid	First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut.
Student Health Support Plan	A document for each student with an identified health care need other than anaphylaxis. It outlines how the school will support the student's health
ASCIA Plan	Action Plan for Anaphylaxis is a student's anaphylaxis emergency response plan in a format approved by the Australasian Society of Clinical Immunology and Allergy.
Individual Anaphylaxis Management Plan	A document prepared for an individual by the school in accord with the ASCIA Plan.
Excursion first aid kit	A portable kit of supplies for use on excursions and / or camps

Implementation:

Circumstance	Description
Identified health need	First aid requirements for students with identified health care needs should be explained in the Student Health Support Plan, Asthma Care Plan, Individual



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	Anaphylaxis Plan or ASCIA Action Plan for Anaphylaxis.
Student feeling unwell	<p>If a student feels unwell , the school should:</p> <ul style="list-style-type: none"> • assess a range of signs and symptoms • take action based on the summary of signs and symptoms • immediately seek emergency assistance, if there is any doubt about the student’s condition, or - a sense that the student’s condition is deteriorating.
Student has a minor injury	Allow rest in the sick bay
Other injuries	<p>When an injury causes a nose bleed an ice pack should not be used instead a cold compress may be used.</p> <p>In the following circumstances an icepack/cold compress should not be used and medical help should be sought (usually by calling an ambulance):</p> <ul style="list-style-type: none"> • loss of consciousness, even if only briefly • a less than alert conscious state • suspicion of a spinal injury • damage to eyes or ears • deep open wounds.

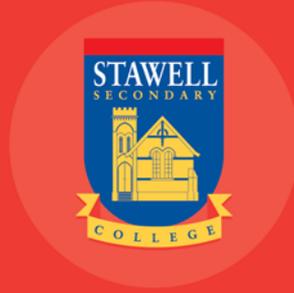
Major injuries or illnesses, and any head injuries that occur during class time, recess or lunch breaks, will be referred to the first aid-trained staff member on duty in the sick bay who will manage the incident.

Minor injuries only (such as superficial cuts) will be treated by staff members on duty.

Training

The school must ensure there is always a first aid officer who:

- Can assist an injured or ill person
- Has current qualifications covering all the school’s first aid requirements.



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- The Principal should ensure that First Aid Officers have completed recognised first aid training that meets the requirements of Provide First Aid – HLTAID003 and complete and annual refresher for Cardiopulmonary Resuscitation (CPR) – HLTAID001; or
- Equivalent basic first aid training and where required additional first aid modules that cover:
 - a) The health needs of students attending the school, such as asthma management, administration of the EpiPen; or
 - b) Excursions, specific educational programs or activities
- The Principal must ensure relevant staff members receive additional training to meet student health needs.
- The staff training records are registered and maintained on Professional Development (PD) tracker. Anaphylaxis and First Aid updates are recorded and maintained on the staff T-Drive.

The process by which the Principal should identify training requirements is set out at:

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

First Aid Coordinator:

First Aid Coordinators undertake a range of responsibilities including:

- Taking a lead role in supporting teachers and principals in health support planning
- Maintain the first aid room and first aid kits
- Having knowledge of: all students with a support or management plan and the first aid response noted in the plans
- Ensuring that student's emergency contact details are up-to-date
- Ensuring all medications supplied by the student are within their use-by date
- Working with staff to conduct regular reviews of management strategies
- Risk assessments
- Developing strategies to raise awareness in the school community about health and safety issues, including using Connections to communicate relevant matters to the school community.

Communication with parents/carers

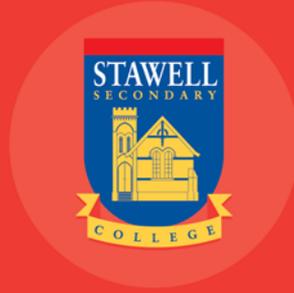
A permanent record of first aid delivered in the sick bay will be maintained in the sick bay.

Parents/carers of an injured or ill student will be contacted to take the student home.

Any injuries to a student's head, face, neck or back must be reported to parents/carers.

Parents who collect children from school due to illness or injury must sign the child out of the school through the portal located at the general office.

At the commencement of each year, requests for updated first aid information will be sent home, including requests for any updated asthma, diabetes and anaphylaxis management plans, high-priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.



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Medical emergencies and medical advice

Emergency response

School staff must:

- immediately contact emergency medical services in emergency situations by calling the general office who will call emergency services and direct them to the incident within the College
- be familiar with the school's emergency procedures including those related to excursions.

Non-emergency response (medical advice)

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.

Compliance

Stawell Secondary College shall comply with the policies of the Department of Education and Training including First Aid and First Aid Rooms.

- Managing open wounds and blood spills (2017)
<https://www.education.vic.gov.au/school/principals/spag/health/Pages/blood.aspx>
- Syringe disposal and injuries (2018)
<https://www.education.vic.gov.au/school/principals/spag/health/Pages/syringe.aspx>

Evaluation:

This policy will be reviewed as part of the school's review cycle in accordance with the Child Safe Policy, in May, every year. The review will be led by the Assistant Principals and referred to the Policy Subcommittee and School Council for ratification.

Last reviewed: May 2019

Next review date: May 2020