

	<p>PARADE COLLEGE</p>
<p>POLICY:</p>	<p>FIRST AID AND MEDICATIONS POLICY</p>

PREAMBLE

First Aid is the initial care of the ill or the injured. The College provides basic First Aid facilities and attempts to respond with pastoral and professional care.

INTRODUCTION

1. Christian principles demand that we assist anyone in pain or danger and aim to preserve human life with dignity.
2. Trained staff will attempt to respond to injury or sickness with appropriate emergency First Aid steps as set out in the guidelines below. The student’s welfare and pain relief will take overall priority.
3. Parents/guardians need to be informed as soon as possible.
4. For life-threatening or time critical medical emergencies the nearest person able to call emergency services should do so immediately on 000.
5. The purpose of this Policy is to provide an overview for the College to establish first aid facilities and services and to acknowledge the College’s duty of care to keep students safe.

GUIDELINES

1. The College will endeavour to provide appropriate and adequate first aid treatment in the event of a person sustaining injury or illness.
2. The College’s first aid facilities will be maintained on a regular basis by the First Aid Officer and the staff member rostered on this role
3. Sick or injured students, who are unable to return to classes, are normally sent home, although no student is sent home unless contact is made with a parent/guardian and the situation is discussed.

4. Sick or injured students will be supervised by the First Aid Officer in the First Aid Room until a parent/guardian is able to collect them.
5. Students who are obviously not well should not be sent to school.
6. The College does not provide medication (including Paracetamol, Aspirin etc.), but may provide basic dressings and use antiseptics.
7. Students who require medication during the day (asthmatics, epileptics etc.) must provide their own supplies, together with a completed and approved Medication Permission Form by a parent, which may be stored in the First Aid Room, to be accessed as required. College Staff will not administer such medication, but may provide supervision. It is the students' responsibility to administer their own medication as detailed in the action plan supplied by a doctor.

Note: The college has Asthma Medication and spacers at First Aid Rooms at each Campus which students can access if they a need to in order to self administer in line with their Asthma management plans supplied to the college.

8. Students who have a known medical condition or need to use prescribed or medicinal drugs within school jurisdiction must have written approval of a parent or guardian via a 'Medical Management Plan' proforma. This form must be handed to the House Leader and/or First Aid Officer each year. Student Medical Management Plans are kept on file in the First Aid Room. In the event of an anaphylactic requiring an EpiPen/adrenalin during a life threatening reaction, qualified staff will administer the medication. An ambulance will be called summoned and parents/guardians notified.

Note: Any students who have an EpiPen stored at the College must have an Ascia Plan in accordance with Ministerial Order 706 and this document must be submitted to the College. Parents are responsible for ensuring that EpiPens are replaced when their use by date has expired.

9. In the event that a student is seriously injured, is immobile, or requires treatment beyond basic First Aid (i.e unconsciousness, head/spine injury, broken leg etc.) parents/guardians or emergency contacts will be informed of the situation. An ambulance may be called depending on the seriousness of the situation. Initial diagnosis and further treatment will be the responsibility of ambulance officers.
10. Sufficient staff will have up-to-date First Aid training to Level 2. All staff will have

the opportunity to update CPR and First Aid qualifications. All teaching staff and selected ancillary staff will undergo training in the treatment and management of Anaphylaxis in accordance with Ministerial Order 706.

11. First Aid may be available to visitors to the College.
12. First aid records will be appropriately and secured stored in the College First aid facility and Learning management records system. Handling of first aid information is considered sensitive information and will be handled in accordance with the College's Privacy Policy.

RESPONSIBILITIES

1. It is the responsibility of the First Aid Officer to ensure that:
 - a. adequate and appropriate first aid facilities are provided;
 - b. appropriate and adequate training is arranged for First Aid Officers;
 - c. there are appropriate numbers of First Aid Officers on site at any given time;
 - d. First Aid Officers' training is up to date and their certificates current;
 - e. regular assessments of health, safety and environmental performance and resources are made; and
 - f. ensure that this policy and procedure is updated periodically.
2. It is the responsibility of First Aid Officers to:
 - a. inspect and maintain first aid facilities;
 - b. in the case of an injury or illness, assess if medical assistance is required;
 - c. administer appropriate first aid in accordance with their training;
 - d. record all accidents and incidents via the online Incident Reporting Form available on the College Learning Management system;
 - e. maintain first aid records as outlined in this procedure; and
 - f. maintain confidentiality with regard to information obtained as part of their role.
3. It is the responsibility of all staff members to:
 - a. work in a safe and environmentally responsible manner and comply with all safe working policies and procedures;
 - b. report all near misses, accidents and incidents to the First Aid Officers as soon as practicable, and where required, to record the details in the Incident Reporting Form available on the College Learning Management system; and
 - c. participate in any induction and training that may be provided by the College.

FIRST AID OFFICERS

The College will endeavour to assign at least four designated First Aid Officers who will maintain the first aid kit and first aid records at the College.

The First Aid Convenor will endeavour to arrange training for all First Aid Officers yearly. A copy of the First Aid Officer's qualifications will be kept at the College.

FIRST AID KIT

The College will have at least 3 first aid kits on site at all times.

The contents of the first aid kits must be protected from dust and damage and be kept in a container which clearly identifies the contents and purpose. The container should be easily identifiable and should not be locked.

The following items should be included, as a minimum, in a basic first aid kit:

- emergency services telephone numbers and addresses;
- name, photograph and telephone number of First Aid Officers (should be displayed on the outside of kit);
- basic first aid notes;
- individually wrapped sterile adhesive dressing;
- sterile eye pads;
- sterile covering for serious wounds;
- triangular bandages;
- safety pins;
- small, medium and large sterile un-medicated wound dressing;
- adhesive tape;
- elastic or crepe bandages;
- scissors;
- tweezers;
- disposable latex gloves;
- approved resuscitation face mask fitted with a 1-way valve;
- eye wash (once-only use container) & guidance notes;
- disposable face masks;
- protective eye glasses;
- disposal bags marked "arkedal – Biological Hazardic;
- suitable book for recording details.

The first aid kit must be inspected by the First Aid Officer every month. The first aid facilities checklist at Appendix A must be completed and filed by the First Aid Officer following each inspection.

The First Aid Officer must record and reorder any used stock if it needs to be replenished.

IMPLEMENTATION

1. All students who need to visit the First Aid Room are required to complete details re: name/injury on the First Aid Room register.
2. All parents are strongly encouraged to have ambulance cover.
3. Parents are required to notify the College if they are aware their son has an injury (in particular head injury).
4. Staff members are encouraged to obtain and maintain First Aid qualifications. Some qualifying courses will be held at the College. All teaching staff will undergo annual training in the treatment and management of Anaphylaxis.
5. A First Aid Room is maintained in Edmund Hall (Bundoora) and Reception R1A (Preston). First Aid facilities are no substitute for medical centres, and should not be expected to diagnose or medically assess illness. This can only be done by a doctor or ambulance officer. Students should normally have a note from a teacher to attend the First Aid Room during class time.
6. The College appoints a Level 3 Certificate, First Aid Officer. There are also Level 3 Certificate First Aiders on staff. In their absence, a casualty will be referred to a qualified Level 2 Certificate First Aider. In all cases common sense and a primary concern for the student's welfare will apply.
7. Staff involved in dealing with an accident or medical incident will ensure the First Aid Officer is informed as soon as possible, with a written account to keep on file.
8. In the event of a serious incident, one of the qualified Level 3 First Aiders should be contacted immediately. The First Aid Officer will normally decide if an ambulance is required and then proceed as per the College protocol. There may be situations where an ambulance is called immediately.
9. Following an incident or medical incident the First Aid Officer will ensure that the Incident Report Form is completed as soon as possible.
10. Parents need to inform the House Leader and/or the First Aid Officer via the 'Student Medical Management' proforma of special circumstances their son may have in regard to important pre-existing medical conditions. Students with serious conditions will have a photograph and information about the condition

displayed on staffroom notice boards for staff easy, quick reference.

11. Students will be responsible for collecting and taking their own medication from the First Aid Officer. It is the responsibility of the First Aid Officer to keep a record of the date and time that students collect and take their own medication.

Approved by the College Board: April 2007

Date of Revision: March 2007, May 2010, March 2013, July 2020

APPENDIX A – FIRST AID FACILITIES CHECKLIST

First Aid Kit Number: _____ First Aid Kit Location: _____

PRODUCT	FIRST AID KIT QUANTITY	QUANTITY REMAINING	QUANTITY USED SINCE LAST INSPECTION
Basic first aid notes			
Packet of 50 individually wrapped adhesive strips			
Sterile eye pads			
Sterile coverings for serious wounds			
Triangular bandages			
Safety pins			
Small sterile un-medicated wound dressings			
Medium sterile un-medicated wound dressings			
Large sterile un-medicated wound dressings			
Roll adhesive tape, 1.25cm wide			
Non-allergenic tap			
Crepe bandages			
Scissors			
Pair disposable gloves			
Resuscitation mask			
Pair tweezers			
Small bottles of sterile saline solution			
Alcohol swabs			
Hand towels			
Plastic bags for disposal			
First aid booklet to record details of first aid provided			

Emergency services telephone numbers and telephone numbers and addresses posted next to the first aid kit: Yes / No

Name, photograph and telephone number of First Aid Officers posted on the outside of the First Aid Kit: Yes / No

Inspection completed by: _____ Date: _____