

	<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.

PRINCIPLES

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.

GUIDELINES

1. 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.
2. 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.
3. Students who are obviously not well should not be sent to school.
4. The College does not provide medication (including Paracetamol, Aspirin, Antiseptics etc), but may provide basic dressings. Students who require medication during the day (asthmatics, epileptics etc) must provide their own supplies, which may be stored in the First Aid Room, to be accessed as required. College Staff will not administer such medication. Supervision will be provided. It is the students’ responsibility to administer their own medication.

Note: We provide ventolin and spacers (often students do not carry ventolin or are too far from their locker etc).

5. 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 ‘Student Medical Management’ proforma. This form must be handed to the House Leader and/or First Aid Officer each year. Student Medical Managements 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 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 90 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.

6. 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.

7. 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 yearly training in the treatment and management of Anaphylaxis in accordance with Ministerial Order 90.
8. First Aid is available to visitors to the College.

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 yearly 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.

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