

FIRST AID POLICY & PROCEDURES

Lowanna College: School Number 01-8821

Rationale:

All staff and students have the right to feel safe and well, and to know that they will be attended to with due care when in need of first aid. Accidents, injuries, incidents and illness occur during the course of a school day and need to be dealt with in a compassionate and professional manner.

Aims:

- To provide appropriate care and support to any person in need of first aid in a competent and timely manner.
- To communicate students' health problems to parents or guardians when considered necessary.
- To provide supplies and facilities to cater for administering first aid.
- To maintain sufficient numbers of staff members trained in first aid to the appropriate, and required, level.
- To ensure appropriate first aid records are maintained in relation to attendance, treatment and follow up as per Occupational Health and Safety (OHS) requirements.

Implementation:

1. Students who are unwell should not attend school.
2. All accidents, injuries, incidents and illnesses that occur during the school day will be referred to the first aid officer on duty who will manage the appropriate first aid response.
3. A register of staff trained in 'Level 2 First Aid' (or 'Provide First Aid') will be maintained to ensure Lowanna College has an adequate number of first aid trained staff, inclusive of current cardiopulmonary resuscitation (CPR) qualifications.
4. A suitably qualified staff member will be made available to care for people attending first aid.
5. Where possible, first aid should only be provided by staff who have been trained as first aid providers. However, in an emergency, other staff may be required to help within their level of competency.
6. A first aid room will be available for use at all times. This will include a comprehensive supply of basic first aid materials.
7. Appropriate health and safety guidelines will be followed at all times, including proper handling precautions and disposal of all blood, body fluid and associated products. Any person with open injuries involving blood or body fluids must have the wound covered at all times.
8. For treatment of specific staff and student health concerns, the first aid officer on duty will refer to Department of Education and Training (DET) and other relevant health guidelines.
9. For all serious accidents, injuries, incidents and illnesses, parents or guardians will be informed of their child's condition and the first aid procedure followed by Lowanna College staff as soon as possible after the incident.
10. If a student attending first aid is unable to return to class, a parent or nominated emergency carer will be contacted to collect the child. Lowanna College will only contact people listed on the student record.
11. In the event of a student requiring medical attention, all attempts will be made to contact a parent or guardian as soon as possible, while keeping the student's wellbeing a priority.

12. An ambulance will be called if
 - a. the situation is considered life threatening;
 - b. it is deemed that the student needs immediate medical attention and parent or emergency carer cannot be contacted, or
 - c. at the request of parents or guardians.
13. All Lowanna College staff have the authority to immediately call an ambulance in an emergency. If the situation and time permits, a staff member may confer with others before deciding on this initial first aid response. A member of the Principal Class must be notified if an ambulance is called and all attempts to contact a parent or guardian will be made immediately thereafter.
14. Detailed records will be maintained of first aid attendance, treatment and follow up received or suggested through the use of the online CASES21 Sickbay Attendance program.
15. Incidents to staff may also be notifiable under WorkSafe. All incidents involving staff must be reported by the staff member to the first aid officer on duty, who will then record the incident using the relevant OHS and EduSafe online programs. A member of the Principal Class must then be notified.
16. As per DET requirements, all overnight camps will have at least one 'Level 2 First Aid' (or 'Provide First Aid') trained staff member in attendance. A basic portable first aid kit and mobile phone is mandatory on all camps and excursions.
17. All children attending camps and excursions will provide a signed medical form, listing medical concerns and giving supervising staff permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of these signed medical forms are to be taken on all camps and excursions, as well as copies kept at Lowanna College (see 'Camps and Excursions Policy').
18. The designated Lowanna College First Aid Officer is responsible for the purchase and maintenance of first aid supplies, first aid kits, and the general upkeep of the first aid rooms.
19. Each school year, requests for updated first aid information will be sent home, including requests for any asthma, diabetes and anaphylaxis management plans, or other high priority medical forms. Reminders to parents of the policies and procedures used by Lowanna College to manage first aid, illnesses and medications will also be communicated throughout the school year.
20. General organisational matters relating to first aid will be communicated to staff throughout the school year.
21. The College community will be annually informed via Lowanna News of the recommendation that all students have personal accident insurance and ambulance cover.
22. Year level coordinators and/or a member of the Principal Class will be immediately informed of any accidents, injuries or incidents requiring first aid treatment that occur as a result of student actions.
23. Counselling will be made available following any significant accident, injury or incident.

Evaluation:

This policy can undergo a minor review at any time, with a major review as part of the College's three-year review cycle.

This policy was last ratified by College Council on 18 July 2016.