First Aid Policy - Students

Introduction

It is the policy of the School that appropriately qualified staff of Brighton Grammar School will be responsible for providing first aid support and facilities to students who are injured or unwell. The term ‘first aid’ refers generally to the initial care of the ill or injured.

It is the intention of Brighton Grammar School to:
- provide a duty of care to all students ensuring they are treated as soon as possible in a competent, appropriate and timely manner;
- facilitate communication between home and School regarding student’s health problems;
- provide appropriate supplies and facilities for administering first aid;
- maintain a sufficient number of staff trained to the competency of Senior Certificate, Level 2, Level 1 and CPR.

As part of the duty of care owed to students, it is the School’s policy that teachers will be required to administer first aid when necessary within the limits of their skill, expertise and training. It should be noted that a teacher’s duty of care is greater than that of the ordinary citizen in that a teacher is obliged to assist an injured student, while the ordinary citizen may choose to do nothing.

In the case of serious injury or illness, it is the policy of the School that neither the Headmaster nor the teacher is required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are considered to be the responsibility of the ambulance officer or medical practitioner in attendance.

Legislation

Underpinning the concepts discussed in this policy is the following Victorian State legislation:

Occupational Health & Safety Act 2004
Work Cover Code of Practice – First Aid in the Workplace 1985
and / or any other National legislation that replaces it.

First Aid Procedures and Guidelines

Treating a Student

- If a student becomes ill or is injured at school (including camps or excursions) they will be treated by the School First Aid Coordinator or by a qualified First Aider;
- The First Aid Coordinator or qualified First Aider shall at all times treat students with dignity and sensitivity, conducting themselves appropriately and professionally;
- The door of the room used for first aid should be kept ajar at all times whilst making an initial assessment or conducting first aid treatments;
- Where possible students should remain fully clothed at all times. If the presenting symptoms of a student requires that clothing would be removed in order for treatment or assessment of injuries to occur another teacher or an appropriate adult must be present at all times;
First Aid Policy – Students cont.

- Undergarments must remain on at all times; students should be draped accordingly with sheets or blankets while being treated;
- First aid rooms are situated in the Junior School, Rosstrevor and Senior Schools. A comprehensive supply of basic first aid materials will be available at all times and appropriate stock takes will occur on a regular basis;
- Any medication or treatment provided is to be recorded in the student’s record on Synergetic;
- A First Aid Coordinator or qualified First Aider will not exceed their level of training. In an emergency situation a staff member is expected to render the level of assistance that any member of the public might offer in similar circumstances. In such cases, an ambulance may be called without further authorisation and reasonable and safe instructions provided by the ‘triple OOO’ Operator should be followed;
- It is expected that the Head of School and Headmaster or Director of Business and Support Services will be notified without delay once an ambulance has been called. This may be achieved by a staff member contacting the nearest Reception desk and asking the Receptionist to convey the message as a matter of urgency.

Reporting of Illness or Injury Including a ‘Near Miss’

- Any injuries or near misses that occur at School including during sport, sports practice, excursions or camps, must be recorded on an Accident/incident Report;
- Hazards and near misses are to be reported to the designated OH&S representative for the area of the School in which the event occurred;
- The OH&S representative is expected to conduct a site assessment and liaise with the relevant Head of School or Property Manager or Director of Business and Support Services where applicable to ensure that the area can be made safe;
- Incident / Accident report forms including a record of all treatment given will be forwarded to the First Aid Coordinator for review and then placed on the individual’s file and entered onto Synergetic;
- The First Aid Coordinator is expected to provide information to the Director of Business and Support Services (in his capacity as Chairman of the OH&S Committee) in regard to any incident or near miss and to the Pastoral Care Committee (PCAC) where the issue also relates to the safe conduct of students in regard to any near misses or incidents of a preventable nature;
- Parents of students with ongoing medical conditions are expected to inform the School and to keep staff updated on conditions and any treatment required during school hours.

Contacting Parents or Guardians

- Parents or guardians should be contacted as soon as practical if a student is unwell or an injury occurs as the result of an accident;
- The Head of School, the Headmaster or the First Aid Coordinator will authorise the call;
- Students are not to contact a parent/guardian if they are feeling unwell and must be seen by the First Aid Coordinator prior to a parent or guardian being contacted;
- If an assessment is made that the student should no longer remain at School, the parent or guardian should be contacted to organise collection of the student;
First Aid Policy – Students cont.

- Parents who collect ill students from School must sign the Student Departure Record at Reception;
- The School should be notified immediately of the following:
  - changes to emergency contact details;
  - changes of medical details;
  - medical restrictions relating to injuries, accidents or surgery that has occurred outside School.

Calling an Ambulance

- An ambulance should be called to attend to a student if the situation is considered life threatening or serious;
- All staff have the authority to call an ambulance in the event of an emergency. If the situation and time permits, the staff member must contact the First Aid Coordinator and the Head of School, the Headmaster or the Director of Business and Support Services;
- In the case of a serious injury where the parent or guardian is not present; the First Aid Coordinator or staff member may accompany the student to the nearest medical facility. Treatment may only be authorised by a representative of the School to the extent that a parent has provided consent to the School in writing.

First Aid Supplies

- A portable First Aid Kit will be available at all times in each of the individual First Aid Rooms in case of an emergency;
- All students with a documented Asthma Management Plan are expected to have their own asthma medication. Ventolin and spacer will be available in individual First Aid rooms;
- All students with a documented Anaphylaxis Management Plan for serious allergies are expected to have their own EpiPens®. Generic backup EpiPens® are to be kept in a secure place in individual First Aid rooms including the Early Learning Centre and Music School;
- The First Aid Coordinator is responsible for the purchase, maintenance and stock control of first aid supplies, first aid kits, ice packs and general cleanliness and up-keep of first aid supplies and individual First Aid rooms.

Excursion and School Camps

- A comprehensive First Aid Kit will accompany all excursions and camps;
- All students attending camps or excursions must have provided a signed medical detail form with permission to contact a doctor or ambulance should an instance arise where a student requires medical attention. Copies of medical details forms should be taken on excursions and camps by the Teacher in Charge of the excursion, as well as a copy being kept at school;
- All students attending camp who require medication shall complete the medications management plan form which will be subsequently signed off by a medical practitioner;

Hygiene when Administering First Aid

All cases should be dealt with in accordance to the following principles:

- Disposable gloves shall be used whenever there is a risk of contact with blood or other bodily fluids;
First Aid Policy – Students cont.

- After treatment of any person, soap and water should be used to thoroughly wash hands, and any other parts of the body, which have come into contact with blood or fluids;
- If staff members have open cuts or weeping sores on hands or lower arms they are not to treat students;
- Waste material that contains blood or bodily fluids must be placed in the yellow biohazard bins located in each individual first aid room;
- If CPR is required, staff should use the mouth piece recommended by St John Ambulance.

Contagious Diseases / Conditions

Students suspected of having a contagious condition shall be isolated from other students and staff (wherever possible) until their parents are notified and they have been collected.

Students deemed to have a contagious condition shall be excluded from School in accordance with the Health (Infectious Diseases) Regulations 13 & 14, 2001 – Schedule 6 (Department of Human Services) recommendations.

First Aid Training

The range of activities undertaken across the School means that the nature of first aid training will vary according to the activity that a student is engaged in. In identifying the level of training needed by staff, the Headmaster will need to take into account factors such as the nature of the activities and their location, potential hazards and risks, and previous accidents and injuries.

Following is a table representing the minimum requirement of first aiders trained at a competent level per staff/student population:

<table>
<thead>
<tr>
<th>Total Population (Staff &amp; Students)</th>
<th>Number of First Aiders</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;50</td>
<td>1</td>
</tr>
<tr>
<td>50 – 199</td>
<td>2</td>
</tr>
<tr>
<td>200 – 399</td>
<td>4</td>
</tr>
<tr>
<td>400 – 599</td>
<td>6</td>
</tr>
<tr>
<td>600 – 799</td>
<td>9</td>
</tr>
<tr>
<td>800 – 999</td>
<td>12</td>
</tr>
<tr>
<td>&gt;1000</td>
<td>16</td>
</tr>
</tbody>
</table>

Where access is limited to medical and ambulance services (e.g. remote workplaces, school field excursions etc) 2 additional first aid officers for every category
First Aid Policy – Students cont.

Level One (Basic Life Support) First Aid Certificate

- A sufficient number of staff will be required to meet the needs of the above table.

Level Two (Senior) First Aid Certificate

- Teachers on excursions with students
- Teachers involved in Camp Programs
- Sports Teachers
- Sports Coaches
- Maintenance Staff
- Receptionists

Level Two (Regional) Certificate

- Outdoor Education Assistants

Level Three (Occupational) First Aid Certificate

- Manages the First Aid room and administers basic medication (paracetamol and similar)

Level Three (Remote) First Aid Certificate

- Manages activities and operations at camps and outdoor education programs

References:

- DEECD: First Aid Policy
- DEECD: First Aid Risk Assessment
- Victorian Government Schools Reference Guide Section 4.5
- Worksafe Publication Your Health & Safety Guide to Workplace Amenities and First Aid
- Association of Independent Schools of Victoria