



# First Aid Policy

## RATIONALE

There are certain medical conditions that may require assistance from staff. There is always the chance that injury or illness can occur. This College acknowledges that there is a legal duty of care in regard to students' physical wellbeing.

Students who are unfit to attend classrooms are best taken care of by parents/guardians in their home environment.

## GUIDING PRINCIPLES

- Those students who have a serious medical condition or illness have a management plan.
- To ensure there are staff available who are trained at the appropriate level of First Aid.
- To have guidelines for staff to follow and ensure that all staff are aware of these, for duty of care required during school hours, before & after school care, excursions, camps and whole school events.
- Staff have access to First Aid treatment in line with the OHS requirements.

## IMPLEMENTATION

- The First Aid Officer will ensure staff are aware of students with serious medical conditions or illnesses.
- The student's management plan (if available) is followed and taken to any camps or excursions.
- When a student who is injured or unwell and is assessed to be unfit to attend class, parents/guardians will be contacted to take the student home or seek medical attention.
- When an ambulance needs to be called, all efforts will be made to inform the parent/guardian.
- Parents/guardians need to be informed of any first aid emergency treatment their child receives.
- When a student spends time in sick bay and/or receives first aid, this needs to be recorded in Compass.
- Details of the student's attendance also needs to be recorded on Compass.
- An Injury Report needs to be completed when a student or staff member sustains an injury.
- Any perceived danger that could cause injury must be attended to, and if appropriate, reported to the Principal, Assistant Principal or designated OHS Officer.
- Staff who have a major medical condition should make the First Aid Officer aware of this condition.

## DISTRIBUTING MEDICATION FOR STUDENTS

- The First Aid Officer must receive written notification from a parent giving permission for the school to distribute medication.
- Medication must be prescribed by a medical practitioner and supplied to the school in the original container, with clear instructions for dosage.
- Staff will supervise the student taking the medication but are not permitted to administer medication with the exception of asthma inhalers.

## ASTHMA

- Students with asthma are to carry their own puffers.
- Students are to know how to correctly use them.
- Students are to provide the school with an Asthma Management Plan which is stored in the individual student file.
- An emergency puffer & disposable spacer will be stored in sickbay.

## ANAPHYLAXIS

- Students/Staff at risk are to provide their own EpiPen. Individual First Aid Anaphylaxis bags for students are stored in the Business Manager's office.
- Students/Staff are to provide the school with an Action & Management Plan and any other prescribed medication.
- The school will have a generic EpiPen on-site at the school and Strathbogie Campsite but anaphylactic students must carry their own EpiPen on their person at all times.

## DEFIBRILLATOR

- Is stored in the Business Manager's office in the General Office.
- Clear and easy to follow instructions are located with the machine.
- The Defibrillator is maintained in working condition at all times.
- It is only used in an emergency with advice from 000 where possible.

## EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in...

November 2016