



ST JOHN'S REGIONAL COLLEGE

FIRST AID & HEALTH CARE POLICY

This policy is to be read in conjunction with the College Mission Statement.

Context

St John's Regional College is a caring community which promotes and protects the rights of everyone to feel safe and secure in all situations. As such, the College will implement appropriate policies and procedures to try to ensure appropriate care safety and effective emergency management to injured or ill employees, students and others, such as volunteers.

Principles

St John's Regional College's approach towards health and safety and the administration of first aid is primarily one of prevention. Adequate training and resources are to be provided to effectively deliver first aid in the event of sudden illness or injury to students or staff or other members of the College community. Effective first aid should be available to all members of the College community who need it.

In the case of serious injury or illness, no staff member is required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures, within the limits of their skill, expertise and training. The duty of care owed is that of a "reasonable professional".

First Aid

First aid is the immediate care given to an ill or injured person until more advanced care arrives or the person recovers. In an emergency situation first aid aims to maintain life, prevent further harm or injury, ease pain and averts deterioration of the person's condition until professional medical help can be obtained.

At St John's Regional College first aid is not necessarily restricted to one-off treatments following an accident or injury. It may also include follow-up care of minor matters which do not normally require medical care (e.g. scratches, cuts, burns and splinters).

St John's Regional College offer First Aid training to all teachers and staff and ensure that they are aware of the limits to the aid that they may provide. First Aid training includes a first aid response to anaphylaxis in accordance with the requirements of the *Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2007* (Vic.)

Teachers and staff have a positive or pro-active duty of care to protect a student from reasonably foreseeable harm while they are on duty. At all times when administering first aid, it should be done within the limits of competency and skills and with reasonable care. When there is a serious injury or illness, the teacher, staff member and Principal are obliged to carry out appropriate first aid but not diagnose or treat the person. This is the competency of medical practitioners or medical emergency personnel.

Procedures

Sick Bay

Sick Bay is available for use at all times. Any student in sick bay is to be monitored at all times.

Student Services must record all student visits to sick bay in the Sick Bay book and in Seqta.

The following information must be recorded in the Sick Bay book and in Seqta; the student's full name, time they arrived/left sick bay, reason for their visit and action taken by the first aider attending, including details around contacting the student's parent / guardian. The first

aider must also record their own name as the attending first aider. Please ensure their visit must be logged under Sick Bay in Seqta as soon as they arrive to sick bay and a separate entry is to be logged as Approve Absence if the student is collected / goes home.

All injuries or illnesses that occur during class time will be referred to the Student Services, via the following process; the teacher is to email Office Admin to inform Student Services that a student is on their way to Sick Bay. The teacher should assess whether the student is able to take themselves to Sick Bay, requires a student to escort them or in more severe cases a Student Services First Aider is to collect them.

All injuries or illnesses that occur during recess/lunch break or before/after school will be referred to the teacher on duty who will then refer to Student Services for First Aid if necessary.

Should a teacher assist a student in Sick Bay they are to notify Student Services immediately. Any miscellaneous equipment used in the treatment of a student (eg icepack, heatpack) must be reported by the teacher to Student Services.

If a student requires a wheelchair, two Student Services First Aiders must take the wheelchair and attend to the student.

First Aid Kits

First Aid kits are available in the Sick Bay and must be taken on all camps, retreats, tours, excursions and sports events or any activity where there is risk of injury. Exceptions to this occur when access to suitably trained First Aid personnel or facilities are available at the activity site.

Any staff who take a First Aid kit must ensure it is fully equip for their needs prior to taking and must replenish any items that were used. Teachers must ensure they take a student's personal EpiPen/Anapen if a student with Anaphylaxis is attending.

Teachers are not to send students to collect First Aid kits or EpiPen/Anapen's. It is the teacher's responsibility to collect the First Aid kit and ensure they have checked the medical requirements of each student attending the excursion. Before taking a First Aid kit the teacher is to check that all required items are in the kit and upon returning the First Aid kit the teacher must replenish any used items.

A sign out sheet must be entered when taking and returning First Aid kits and EpiPen/Anapen's.

Injury Report

Should a student suffer an injury, an Injury Report must be completed by the teacher / staff member who witnessed the incident or first responded to the incident. Injury Report forms are available at Student Services and once completed are to be given to the Business Manager.

Concussion Checklist

Should a student suffer any type of head injury a Concussion checklist must also be completed by the teacher or Student Services First Aider, a parent / guardian must pick up the student from school, a copy of the Concussion checklist can be given to the parent / guardian for their records and a copy is to be given to the Business Manager.

Please refer to [The Royal Children's Hospital Melbourne](#) General Advice on Head Injuries for appropriate measures when treating a head injury

First Aid Supplies

The Student Services First Aiders are given responsibility for ensuring First Aid supplies are maintained, the inventory remains up to date and ordering of replacement supplies (First Aid kits, ice packs etc.) occurs in a timely manner taking into account usage, wear and tear

and expiry dates. Student Services are responsible for keeping the Sick Bay in a tidy and organised state.

No medication is kept or dispensed except by arrangement with the Student Family Wellbeing Officer and the Deputy Principal – Student Wellbeing.

Ventolin are to be kept in securely locked area in sick bay. EpiPen/Anapen's are to be kept in secure area in Administration office.

All students, especially those with a documented asthma and/or anaphylaxis management plan, shall have access to Ventolin and a spacer and/or EpiPen/Anapen as required at all times.

Cases are to be referred directly to the Student & Family Wellbeing Officer – Jo Webb where;

- a First Aider / teacher is not equipped to treat the student
- the incident is deemed serious by the First Aider / teacher, or
- a medical incident where the First Aider / teacher requires further assistance.

For any medical incident or injury deemed severe, an ambulance must be called.

The Principal, Deputy Principals and Student Services has the authority to call an ambulance immediately in an emergency. In the event of the Principal, Deputy Principals, or Student Services being unavailable, staff may call an Ambulance in an emergency situation. Staff do not have to wait for parents/carers approval to take emergency action such as calling an ambulance, especially where delays could compromise safety. Parents/carers or the emergency contact person are to be notified and informed of the action taken.

General

Teachers are to be aware of any student in their homeroom or class who has a serious medical condition, eg. Diabetes, epilepsy, anaphylaxis.

General organisational matters relating to First Aid are the responsibility of the Deputy Principal – Student Wellbeing and shall be provided to staff at the beginning of each year.

Related Links

[Anaphylaxis Management Policy](#)

[Asthma Policy](#)

[Injury Report](#)

[Concussion Checklist](#)