



First Aid Policy

PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

First aid for a range of incidents that arise including anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Glen Eira College staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The principal will ensure that Glen Eira College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Glen Eira College's trained First Aid Officers are:

Name	First Aid Certificate EXPIRY	Name	Date trained
Adam Golding	21/06/2020	Erin Cavanagh	21/06/2020
Mary Maniatis	21/06/2020	Olga Boletti	21/06/2020
Peter Bales	21/06/2020	Radcliff Owen	21/06/2020
Laura Brancatella	21/06/2020	Lou Tsarpalas	21/06/2020
Kelli Lawson	30/08/2021	Jenny Sanchez	21/06/2020
Bernie Coghlin	21/06/2020	Gemma Fisher	21/06/2020
Veronica Gaylard	21/06/2020	Shaun Reynolds	21/06/2020
Carolyn Geer	28/02/2020	Tina Boutselis	21/06/2020

First Aid Kits

Glen Eira College will maintain:

- A major first aid kit which will be stored in the General Office and the Gym
- 12 portable first aid kits which may be used for excursions, camps or yard duty. The portable first aid kits will be stored;
 - General Office

Kelli Lawson, receptionist in the General Office, will be responsible for maintaining all first aid kits.

Care for ill students

Students who are unwell should not attend school. Parents / carers are to notify the College by ringing the absence line on 9571 4178.

If a student becomes unwell during the school day they may be directed to the First Aid room and monitored by staff. Students are permitted to stay there for 15 minutes. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:



First Aid Policy

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero “000” for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Glen Eira College will notify parents/carers by email or a phone call.
- For all head injuries, parents/carers will be immediately informed and the student will be sent home or alternate action taken as deemed necessary.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- For all head injuries, parents / carers will be informed and asked to collect the student.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student Glen Eira College will:
 - complete the first aid register on XUNO
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

SENDING STUDENTS TO THE FIRST AID ROOM:

- Students should report to the General Office and must have their planner with them, signed by the classroom teacher
- Don’t send students who have a mild stomach ache or headache. These students should be monitored in class. If their condition worsens, the student will be sent home as we can only offer first aid; we cannot care for illness. Ask students questions that may lead to a conclusion about the head/stomach ache: Have they eaten? Have they had something to drink? Have they been unwell lately? Did they sustain a blow to the head?
- Don’t send students for ice if they have a mild injury sustained outside of school. Use your discretion as to the seriousness of the injury and whether they should be seen by a first aider.
- Students only need to be sent in pairs if you feel they physically need assistance. If this is the case it is probably best for a staff member to be called to help the student.
- Don’t send students to the first aid room just prior to the end of the day, unless it is an emergency.
- Pain relievers can only be distributed by First Aid trained staff. A log is kept of medicine administered as per the DET Medication Policy Guidelines

Serious Accidents

Report to the General Office to call for ambulance if emergency treatment is required. Contact parents AS SOON AS POSSIBLE. It is always wise to be over-cautious.

Accidents at Sport

Accidents at sport away from school should be dealt with as follows:-

- minor cases (render first aid).
- serious cases (ambulance to hospital/doctor).
- notify the school so that parents can be informed.



The school is required to keep an accident register and to keep DET informed. Forms are in the General Office.

STAFF SAFETY PROCEDURES

SHARPS

If a member of staff finds a syringe in the College or grounds or is called by a student to investigate a syringe found in the College, (s)he should;

- stay by the needle to make sure that nobody steps on it or picks it up;
- send a colleague to First Aid to obtain rubber gloves, and a sharps container;
- carefully place the syringe in the Sharps container and return tongs and container to the First Aid room;
- report the incident immediately to the Principal or Assistant Principal.

BLOOD

If a member of staff is called upon to tend to a bleeding student, **(s)he MUST wear rubber gloves** and use paper tissues to cover and apply pressure to the bleeding site to reduce blood flow. (S)he should obtain assistance as quickly as possible. Gloves and tissues are available in the first aid room.

If a member of staff is called upon to deal with a blood spill on the ground, (s)he should cover it with paper and ensure that the area is kept clear until the spill can be dealt with. If necessary, assistance should be obtained.

N.B. The most effective way to deal with a blood spill is to cover it with an undiluted sodium hypochlorite solution (bleach) for at least ten minutes then hose off. See Assistant Principal or Kevin Patterson.

If a staff member is called upon to deal with a blood spill or splash to the body, (s)he should wash the affected area(s) with running water. If an eye is affected it should be washed out thoroughly using an eyebath (obtain from first aid kit). If a cut or graze on the staff member is affected it should be washed thoroughly under running water whilst the blood is pressed out of the cut.

N.B. First Aid Kits are available in the Staffroom, General Office, Science Prep rooms, Technology Staffroom, Gym, and the First Aid room.

In accordance with guidance from the Department of Education and Training, analgesics including paracetamol and aspirin will not be in first aid kits provided as a standard first aid treatment. This is because they can mask signs of serious illness or injury. Parents may provide written permission for their son or daughter to be given one or two Panadol and can only be administered by First Aid staff.

Training Updates

- CPR updates will be arranged annually as it is only valid for 1 year.
- Level 2 (HLTFA311A) training will be arranged as required.

FURTHER INFORMATION AND RESOURCES

Related Policies and Documentation:

- Anaphylaxis Policy
- Asthma Policy
- GEC Emergency Management Plan
- DET Medication Policy
- <https://www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx>