

FIRST AID POLICY

INTRODUCTION

The welfare and safety of each child at Victory Christian College is of paramount concern to the College. Children attending school must be well and be able to participate in all educational activities and programs provided by the College.

The First Aid policy has been developed to provide a system which enables correct protocols to be carried out with regards to the welfare of students and staff.

AIMS

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of First Aid.
- To maintain a sufficient number of staff members trained with a Level 2 First Aid certificate.

IMPLEMENTATION

- When a child enrolls at school an immunisation form is required.
- A written record of the child's physical and health status needs to be presented which notes any medical conditions. Emergency contacts, family doctor, ambulance membership, court intervention orders and siblings need to be recorded. At the beginning of each school year parents/guardians are required to update this information.
- The medical status of each child will be made available to the classroom teacher.
- Each child with a diagnosis of Asthma, Anaphylaxis, Diabetes, or severe allergies require a medical management plan to be developed by a doctor, in consultation with the parents. Copies of medical management plans will be kept on the child's file. Medication delivery devices eg, Asthma Puffers (e.g Ventolin, Asmol) and adrenaline autoinjectors, insulin and anti-histamines are to be provided by the parents, along with a Distributing Medication Authority Form. Medication is stored securely in the First Aid Room as required, and details are documented on Xuno.
- Posters will be displayed in the First Aid room and staff rooms of children with significant medical alerts.
- Parents are responsible for the regular maintenance of their child's medical/emergency information (including an optional current photo not more than six months-1year old), medication and medication delivery devices.
- While every effort is made to look after children, parents are urged not to send sick children to school. This will help with the recovery of the child and help reduce the spread of infection.
- If a child becomes unwell at school, the child will be taken to the First Aid Room and parents will be contacted to take the child home or to seek medical assistance.
- Children will need to be excluded from school if they are suffering from any of the infectious disease stipulated in the Public Health and Wellbeing Regulations 2019 advised by the Department of Health and Human Services.
- First Aid kits are required to be fully stocked and accessible to all staff members at all times.

FIRST AID

- First Aid is defined as emergency treatment and life support provided to employees, students and visitors who suffer injury or illness while at work/school, using the facilities or materials available at the time. It should be realised that in the case of serious injury or illness, neither the Principal nor the staff member is required to diagnose or treat the condition, apart from carrying out the appropriate First Aid procedures. Diagnosis and treatment is the responsibility of the ambulance officers or medical practitioners called to the scene.
- The Principal shall ensure a suitable number of staff are provided with First Aid training by suitably qualified trainers. Each of these staff will have their qualifications maintained current by attending refresher courses while in the employ of Victory Christian College. Every teacher is to be trained in Cardio Pulmonary Resuscitation, and will undertake a refresher course as necessary to maintain the qualifications.
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the First Aid Room.
- The staff member closest to the situation at hand will attend to the child. In cases of serious injury, illness or where the teacher feels their knowledge will be inadequate; the child will be referred to a trained first aider, who will administer first aid, within the limits of that staff member's skills and expertise. A portable first aid kit is fully stocked and accessible to all staff members at all times. Children will not have access to the first aid kit.
- As a general health precaution, adequate hygiene practises must be used at school. Use disposable gloves, tissues or hand towels and thoroughly wash hands and nails.
- Any child with moist lesions or abrasions that are weeping or discharging should have these covered. If they cannot be covered, the child as a precaution should remain away from the school until the wound has healed or can be covered. Where medical judgements are needed to assess the risks, advice may be sought, in consultation with the students, parents and guardians.
- The College has a duty of care to all children, staff and volunteers whilst at the College. In cases of medical emergency, staff will contact an ambulance in the first instance, before contacting parents or emergency contacts listed for the child, staff or volunteer. All costs associated with an ambulance transporting a child, staff member or volunteer are the responsibility of that person's family. The College recommends any family who does not have membership to Ambulance Victoria carefully consider joining. For more information phone 1800 648 484.
- A first aid kit is to be taken on all excursions.
- If an anaphylactic student is attending any excursion, both their adrenaline autoinjector and an unassigned adrenaline autoinjector need to be taken. These will both need to be placed into the bag containing the first aid kit.

MEDICATION

- Definition of a medicine: Any substance used to alleviate any medical condition.
- Parents are to a Distributing Medication Authority Form and submit it to First Aid Officer or Administration Staff.
- Parents are to be encouraged to come to the school to administer medicines to their own child.
- Asthma Puffers Asthmatic sprays eg, Ventolin, may be kept by children, trained in their use. This practise must have the parents written stipulation.
- Only the amount of medicine required to be dispensed that school day should be sent to the school where practical.
- Analgesics/cough mixtures are to be treated at school in the same manner as prescription medicines.
- All medicines should be kept in the First Aid Room in a locked cupboard, away from children's access.

RECORDING OF FIRST AID TREATMENT AND MEDICINE DISPENSING

- In cases of serious injury or injuries of concern, an Accident Injury Report form will be filled out by the appropriate staff member.
- All workplace incidents resulting in serious injury or death which expose a person to immediate health or safety risk must be reported to WorkSafe Victoria on 132 360. The College must ensure that no person interferes with the incident site unless authorised by WorkSafe Victoria, or to remove an injured person, or to prevent further harm. An Incident Notification Form must be completed and sent to WorkSafe Victoria within the following 48 hours. All other injuries with respect to which compensation is or may be payable must be reported to the College's agent within 10 days of receiving a Workers Injury Claim Form.
- In cases of serious injury or injuries of concern, an Injury Report form will be filled out by the appropriate staff member.
- Students may only obtain their medicines from a staff member. Once the medication is dispensed, the time of dispensing, amount given and who dispensed it will be recorded on Xuno. This register is available to all staff with access to Xuno.
- All medicines that are to be administered by school personnel must be recorded on a Distributing Medication Authority Form that is to be submitted to First Aid Officer or Administration Staff. Medication must be clearly marked with the name of the drug, the dosage required, when required and the name of the child. Medicines must be given to Administration on arrival at school, and these will be lodged in the First Aid Room or fridge immediately. Staff are to be made aware of any changes to medication dosage or timing immediately.

EXCURSIONS AND CAMPS

- A portable first aid kit must be taken on excursions and camps.
- The camp/excursion leader will designate a participating staff member to collect, store (eg, the medication, it's delivery device and a copy of the child's management plan, in a clear portable bag) and administer medication, to those children whose parents have supplied such medication. A person will also be responsible for the first aid kit.
- An emergency medical form will be distributed via Operoo prior to the camp/excursion. This form is to be completed promptly.
- When an injury occurs, the attending teachers will decide on the appropriate first aid treatment.
- In severe cases of illness or injury, the child's parents will be contacted. If the parent/s are unable to be contacted, the school will contact the emergency contact as provided by the parents. If this is unsuccessful, or in exceptional circumstances, the teacher in charge will make the decision on the course of action to be taken.

MISCELLANEOUS

- In the case of the media attending the school because of an illness or accident, only the school Principal or their nominee will be permitted to make comment to the media.
- Immediate school welfare assistance is available through pastoral care within the school community and the appropriate community/educational welfare services.

MEDICAL INFORMATION

- All medical details are kept up to date on Xuno with a copy also stored in the Emergency Management Folder. This register is stored electronically and is to be updated each year, or as soon as possible after additional information is made available by parents. An update of each student's confidential Enrolment Form is supplied and completed by parents annually and is used to update the relevant information.
- A medical information sheet/permission form must be completed prior to commencing the school swimming program.
- A medical information sheet/permission note must be completed via Operoo prior to any overnight excursion. Such information (eg, each child's) must be taken on any excursion.
- The supervising teacher of any excursion must carry a medical register for students, whether the excursion is a 'day excursion' or includes an overnight stay. Staff and volunteers emergency contact details should also be included.
- At least two copies of the Emergency Management Folder containing medical details are required within the school. This is updated annually and with each incoming student during the school year.
- Parents should be encouraged to report any medical and/or surgical problems concerning their child, which are diagnosed, to the Principal, Administration or Classroom teacher. Such information is to be entered in the Medical Register as soon as reported.
- An electronic summary of important medical information is available to each classroom teacher for children in their care.

RELEVANT LEGISLATION

- Occupational Health and Safety Act 2004 (Vic)

RELATED POLICIES

- Anaphylaxis
- Asthma
- Safe Workplace
- Camps and Excursion

CURRENT FIRST AID STATUS OF STAFF

The following staff have been trained by a qualified trainer, and have achieved a Workplace Level 2 First Aid Certificate.

Staff Name	Update Due
Jess Brennan	2021
Daniel Osment	2021
David Steed	2021
Felicity Chester	2021
Shane Chester	2021
Georgia Colquhoun	2021
Stephen Cooper	2021
Rhian Cox	2021
Amanda Lynch	2021
Angie Harris	2021
Brady Herdman	2021
Beth Hird	2021
Craig Kanzamar	2021
Stuart Kidd	2021
Leon Mayer	2021
Ken Miller	2021
Janelle Oglethorpe	2021
Michael Rodgers	2021
Narelle Saville	2021
Bradley Slingo	2021
Bruce Rodgers	2021
Nicole Gray	2021
Simon Vercoe	2021
Gail Swayn	2021
Will Baird	2021
Dale Caldwell	2022
Simon Lewicki	2022
Hannah Nienhaus	2022
Melissa Sellick	2022
Clare Sheahan	2022
Sally-Anne Spark	2022
Ben Tatt	2022
Kim Wallace-Howell	2022
Richard Murphy	2023
Ruth Sandeman	2023

Georgia Altmann	2023
Laura Corby	2023
Kim Treloar	2023
Liz Hogan	2023
Seung Hi Lee	2023
Ro Rimmer	2023
Shelly Southon	2023
Kimberlea Crothers	2023
Tim Dube	2023
Steve Emonson	2023
Chris Harvey	2023
Ian Oglethorpe	2023
Karen Otten	2023
Greg Walker	2023
Deb Wallace	2023
Mary Hanna	2023
Andrew Cameron	2023
Sarah-Jane Kalé	2023
Emma Rentsch	2023
Alecia Kanzamar	2023