



# FIRST AID POLICY

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## 2. Vision Statement

St Brigid's College commits our community to being a child-safe, nurturing and learning environment within the Catholic and Brigidine traditions, where each of us grows to a personal fullness of faith and life.

## 3. Rationale

All members of St Brigid's College have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

## 4. Scope

This Policy applies to all Staff employed at St Brigid's College

## 5. Policy Statement

St Brigid's College will aim to:

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

## 6. Guidelines

- A sufficient number of staff (including at least one administration staff member) to be trained to a Level 2 First Aid Certificate, and with up-to-date CPR qualifications.
- A comprehensive supply of basic first aid materials will be stored in the first aid room.
- First aid kits will be available from the Front Office.
- A confidential up-to-date register located in the Front Office will be kept of all injuries or illnesses experienced by students that require first aid via the copy of submitted Incident form.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff in the staffroom and Front Office.
- No medication, including headache tablets, will be administered to students without the express written permission of parents or guardians. Parents must notify any change in instruction or dosage.
- All teachers have authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- All school camps must be accompanied by:
  - i) at least one Level 2 first aid trained staff member at all times
  - ii) a comprehensive first aid kit will accompany all camps
  - iii) signed student medical forms for the current year, downloaded to iPad no more than 24 hours prior to the camp. Original paper copies will remain in the Front Office at all times.
  - iv) any applicable asthma and/or anaphylaxis management plan
  - v) an approved school mobile phone.

**NB: Any student who does not have his/her signed Medical form or signed Asthma/Anaphylaxis management plan will be unable to attend school camps.**

- All children, especially those with the documented asthma management plan, will have access to Ventolin and a spacer at all times.
- All children with a documented anaphylaxis management plan, will have access to an EpiPen.
- Front Office staff are 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/sick bay room. Should any other area of the school hold a separate first aid kit, the Faculty Head is directly responsible for the maintenance, upkeep and availability of that first aid kit.
- At the commencement of each year, request for updated first aid information will be sent home including request for any asthma and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year. Parents must notify the school if there are alterations to this information throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma and anaphylaxis medication will also be given annually.
- All Medical Records are situated in the front office area.

## 7. Procedures

- All injuries or illnesses that occur during the day will be referred to the Front Office staff who will manage the incident.
- Minor injuries only will be treated by staff members on duty, while more serious injuries- including those requiring parents to be notified or suspected treatment by a doctor – require a Level 2 first aid trained staff member to provide first aid.
- Any student with injuries involving blood must have the wound covered at all times.
- Parents of the students who receive first aid, when considered necessary, will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the Front Office staff. Any injuries to a student's head, face, neck or back must be reported to parents/guardians.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported in the Accident Log Book and on the [online School Incident/Accident/Near Miss Report Form on CEVN](#).  
(Further information available in Appendices)
- Parents of ill students will be contacted to take the student home.
- Parents who collect students from school for any reason (other than emergency) must sign the student out of the school in a register maintained in the Front Office.

### Online Incident/Accident/Near Miss Report form

The purpose of the Report form is:

- For schools to meet their legal requirements under the Accident Compensation Act 1985.
- To obtain information from schools about school-related injury, illness or near-miss situations.
- To identify areas of concern and assist in the development of OHS policy and prevention programs.

Completion of the Report form:

- It is advisable to print out a [blank copy](#) of the School Incident/Accident/Near-miss Report form and use this to collect the required data, prior to completing the form online. Please ensure that the online form is completed and submitted within the required time frame.
- To assist completion of the online form, the following details are provided:

School E Number: E2044  
School Name: St Brigid's College  
School Location: Horsham, Victoria  
School Type: Secondary College  
Diocese: Ballarat

## 8. Responsibilities

All staff at St Brigid's College are responsible in the implementation of this Policy and completion of Incident forms when required.

- A separate online form is to be completed by each injured / ill person or someone acting on their behalf. A separate online form is to be completed for each near-miss situation (a non-injury incident that had the potential to cause harm or damage).

- The online form should be submitted within 48 hours of the incident/accident/near-miss occurring. **If the workplace incident results in death, serious injury or exposes a person to an immediate health and safety risk**, WorkSafe must be notified verbally on Ph: 132 360 and a written report submitted within 48 hours.

## 9. Legal References

Federal and relevant State laws bind the School and its employees. A breach of this policy may result in the School and/or its employees breaching any one of the following pieces of legislation:

Racial Discrimination Act 1975 (Cth);	Sex Discrimination Act 1984 (Cth);
Disability Discrimination Act 1992 (Cth);	Equal Opportunity Act 1995 (Vic)
Privacy Act 1988 (Cth)	Child Safe Standards (Ministerial Order 870)
Education and Training Reform Act 2006	

Note: This is not an exhaustive list of the relevant legislation.

## 10. Related Policies

- Anaphylaxis Policy
- Child Safety Policy
- Drug Policy
- Needle Stick Sharp & Splash Incident Policy
- OH & S Policy
- Student Safety & Wellbeing Policy
- Working Alone Policy

## 11. Appendices (links)

- [School Incident/Near Miss/Accident Report form](#) – on CEVN
- [Reporting emergencies and critical incidents protocols and procedures](#) – on CEVN

## 12. Document Review

<b>Prepared: Jan 2010</b>	<b><u>Date</u></b>	<b><u>Comment</u></b>
Updated:	<b>March 2014</b>	
Updated:	<b>April 2017</b>	<b>Layout updated, etc.</b>
Updated:		
Due for Review:	<b>March 2021</b>	