

Murrayville Community College First Aid Policy

PURPOSE

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

SCOPE

First aid for anaphylaxis and asthma is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Murrayville Community 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 Murrayville Community College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Murrayville Community College's trained first aid officers are:

| Staff member | Date trained |
|------------------------|---------------------|
| • Julie Andrews | Dec 2018 |
| • Karen Bailey | Jan 2017 |
| • Jade Barford | Dec 2018 |
| • Julie Cowley | Jan 2017 |
| • Sonya Inglis | Dec 2016 |
| • Barb Ireland | Jul 2018 |
| • Dmitri Milde | Dec 2018 |
| • Natasha Mudie | Dec 2016 |
| • Tanya Thomas | Dec 2016 |
| • Jaimi Willersdorf | Oct 2018 |
| • Josh Willersdorf | Oct 2018 |
| • Eryn Wyatt | Oct 2018 |
| • Brady Watson | Dec 2018 |
| • Kaitlyn Hellwege | Sep 2016 |
| • Stacey Morzer-Buryns | Dec 2018 |
| • Paul Ireland | Jul 2018 |
| • Michelle Hand | Dec 2018 |

It is expected that all staff will attend twice-yearly updates on specific first aid emergencies and treatment options eg. Asthma, DRABCD, CPR, anaphylaxis, suspected spinal injuries, head and eye trauma (See Appendix 1).

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First aid stations

There are 2 first aid stations located in the staff room and the primary kitchen. Each contains:

- Information and care plans of students with known medical conditions.
- First Aid Summary Sheet
- First Aid & Infection Control Procedure

Secondary and spare epipens and Ventolin are located at the staff room first aid station. Epipens and Ventolin for primary students are located at the primary kitchen first aid station.

For diabetes – spare blood glucose monitors are located in the Music room and injectable insulin is located in the staff room fridge.

First aid kits

Murrayville Community College will maintain:

- A major first aid kit which will be stored at the first aid station in the staff room.
- A major portable first aid kit which may be used for excursions and camps, and during emergencies and evacuations is stored at the first aid station in the staff room. The portable first aid kits that are to be used on yard duty will be stored:
 - At the first aid station in the staff room
 - At the first aid station in the Primary kitchen

In 2019 Diane Finn will be responsible for maintaining all first aid kits to ensure that they comply with the *First Aid Kits Contents Checklist*.

Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the front office where they may be directed to the sick bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student. Generally if a student requires to be in sick bay for a period of greater than 30mins they will be sent home.

- All admissions to sick bay will be recorded in the sick bay register.

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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:

- 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.
- If the first aider determines that a first aid situation requires an ambulance, then an ambulance will be called, regardless of the student’s level of cover.
- 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, Murrayville Community College will notify parents/carers/emergency contacts by phone call.
- 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.
- 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 Murrayville Community College will:
 - record the first aid treatment in First Aid treatment register
 - record the incident on CASES21
 - record the incident on Edusafe where applicable
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatment. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

Please refer to the associated policies:

- Health Care Needs
- Administration of Medication
- Anaphylaxis
- Asthma
- Duty of Care

REVIEW CYCLE

This policy was last updated on 25th March 2019 and is scheduled for review in March 2020.

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Appendix I – Bi-annual First Aid briefings for all staff

Bi-annual briefings are to be conducted at a staff meeting at the beginning of Terms 1 and 3 each year and are to include the following information:

- Identification of all First Aid trained staff and the location of First Aid equipment
- A recap of the following Basic First Aid Principles, and specific treatment options for life threatening conditions:

DRSABCD

- Danger
- Response
- Send for Help
- Airway
- Breathing
- CPR
- Defibrillation

CPR

- Review the basics of CPR

Asthma

1. Review students that are known asthma sufferers and their action plans
2. Familiarise all staff with signs & symptoms of asthma
3. Familiarise with the steps for treating Asthma, including when to call an ambulance.

Anaphylaxis

1. Review students that have an Anaphylaxis diagnosis and their action plans
2. Familiarise all staff with signs & symptoms of Anaphylaxis
3. Familiarise with the steps for treating Anaphylaxis, including when, where and how to administer adrenalin through an EpiPen and when to call an ambulance.

Suspected Spinal injuries

1. A major/heavy collision or a fall from a height will be treated as a suspected spinal injury.
2. The patient should **not** be moved before the patient is assessed by a qualified first aider.
3. The first aider will determine whether an ambulance needs to be called.

Head trauma

1. If the patient has had a trauma to the head, the first aider will suspect concussion, regardless if there has been any loss of consciousness
2. All patients should be referred to hospital for observation.
3. Patients may be transported to hospital by parents or ambulance.

Eye trauma

1. All patients should be referred to hospital for treatment.
2. Patients may be transported to hospital by parents or ambulance.