Rosebud Secondary College

RSC First Aid Policy

RATIONALE

All students/staff 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.

AIMS

- To administer first aid to Students and Staff when in need in a competent and timely manner.
- To communicate student’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

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- The first aid area is staffed from 8.50 – 3.20 daily. Outside these times the Administration Office has keys to the locked cupboards and will locate a staff member to assist. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- First aid kits will be available in designated areas. See Appendix 1.
- Adrenaline injectors will be available in First Aid. Student Epipens are stored in the First Aid cupboard and the front office also has an emergency Anaphylaxis Kit in case of an anaphylaxis reaction.
- The Principal will oversee that required anaphylaxis plans are completed with each family. Student with medical plans will have these stored in the Student Records and also in First Aid.
- All injuries or illnesses that occur throughout the day will be referred to Sick Bay staff who will manage the incident.
- A large number of staff have basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff, they are stored in every first aid kit throughout the school and from Sick Bay.
- Injuries will be treated by First Aid staff on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor.
- Any students/staff with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to students without the express verbal permission of parents or guardians at the time of need. Students who require daily on-going medication will be dispensed from First Aid.
- 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 First Aider considers the injury to be greater than "minor" will be reported to DEECD and Worksafe, and entered onto CASES. Parents of ill children will be contacted to take the children home.
- All Staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a Staff member may confer with others before deciding on an appropriate course of action.
- All school camps and excursions will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all adventure activities and camps, along with a mobile phone. These can be collected from the front office.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
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- All students, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- 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.
- At the commencement of each year, requests for updated first aid information (CASES information update form) will be sent home including requests for any asthma 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.
- 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 medication will also be given at that time.

EVALUATION

This policy will be reviewed as part of the school’s three year review cycle.

SUPPORTING DOCUMENTATION

RSC First Aid Protocol
RSC Anaphylaxis Policy
RSC Asthma Policy
http://www.education.vic.gov.au/school/principals/governance/Pages/firstaid.aspxx
Ministerial Order 90-

This policy was last ratified by School Council on 24th March 2014