

NEERIM DISTRICT SECONDARY COLLEGE FIRST AID POLICY

1. AIMS

- 1.1 Neerim District Secondary College policy ensures that where injury or illness occurs to students there are procedures and personnel to minimise ill effects, provide basic treatment and provide access to more expert medical attention where necessary. This is to ensure that students can be cared for in the event of injury or illness while at school.

2. IMPLEMENTATION

- 2.1 All staff and students will be advised of first aid procedures
- 2.1 In case of injury / illness:
If a teacher believes that a student needs to attend sick bay they should accompany the student or send a note to the Library
If a student refuses to go to sick bay the teacher should notify the first aid officer who will document and call parent/carers. If a head injury has occurred this needs to be dealt with promptly.
- 2.2 Effective communication systems and procedures will be maintained so that prompt notification of injury or illness can be made to parents /carers and to ambulance, doctors or hospitals as necessary. In the case of head injuries or serious other injuries parents/carers are to be advised immediately A cases 21 form must be filled out by the supervising teacher and returned to the Library.
- 2.3 Home notification will occur for all injuries requiring first aid treatment either by phone or written communication if the First Aid officer deems parent/carer may need to follow up.
- 2.3 (a) **Parents need to notify the College of any change of phone numbers or emergency contacts.**
- 2.4 The College will maintain adequate quantities of first aid equipment and supplies.
- 2.5 Proper provision will be made for the supervision of students who have become injured or ill at school in the first aid area.

- 2.6 Students will be encouraged to take preventative measures to avoid injury or illness, for example, safe play, hygiene, sun smart.
- 2.7 The College will organise first aid training and updates ensuring that sufficient staff members are trained.
- 2.8 The designated First Aid Officer should hold current Level 2 First Aid certificate.
- 2.9 For minor first aid requiring treatment such as band aids students should be directed to the library and return immediately to class.
- 2.10 Staff should familiarise themselves with procedures for handling blood spills which are clearly outlined in the College handbook.
- 2.11 Medication. The College expects parents to inform the College if a student is required to take medication on a regular or incidental basis. This information is also required on the enrolment agreement. All medication should be labelled with the students name and dosage. A Medication Authority Form is to be filled out by the Students Medical Practitioner and returned to the Library. In such cases, teachers should be informed that individual students may have to be excused from class. In such cases medication should be stored in the library and dispensed by library staff.
- 2.12 Parents have a responsibility to advise the school of any known allergies. The school will educate staff about allergies and the use of the epi-pen.
- 2.13 The principal will ensure that appropriate documentation will be maintained.
- 2.14 Where students have a known medical condition, appropriate planning by the school will be documented to ensure that necessary first aid and medical attention is given.
- 2.15 In a medical emergency, in addition to taking appropriate action, staff will seek other assistance.

3. EVALUATION

This policy was last ratified by College Council in October 2019 and should be reviewed in October 2022.