

Rationale

Hazel Glen College are committed to ensuring every student, staff and parent feels safe and secure, knowing that they will receive a high standard of care at all times. The College has a legal and moral obligation to ensure that first aid is given promptly and competently.

Aims

This policy outlines our commitment to student health and wellbeing, it does not contain First Aid instructions or procedures. The provision of first aid to students, staff and visitors is to be undertaken by designated staff trained in first aid and supported by the school nurse.

Principles of first aid are not necessary-this is part of first aid training.

Hazel Glen College aims to:

- Administer first aid to students, staff and visitors when required in a safe, competent and timely manner.
- Provide suitable first aid supplies and facilities for administering first aid.
- Communicate student's health needs to parents when it is considered necessary.
- Maintain sufficient numbers of staff with appropriate first aid qualifications.

Implementation

Hazel Glen College provides equipment, first aid supplies and trained staff (including a qualified nurse) to administer first aid within the limits of staff skill, expertise and training. School responsibilities include, but are not limited to:

1. First Aid Response

- 1.1. In the event of a serious injury or illness an emergency ambulance should be called via triple zero (000). Contact with parents or guardians should not delay access to an emergency ambulance.
- 1.2. Unwell students will be observed in the First Aid Room. Should their condition persist or worsen parents/guardians will be contacted to make arrangements for their child to be collected from the College.
- 1.3. Minor injuries only may be treated by staff members on yard duty. If an accident does occur in the playground, the student will be issued with a First Aid Card and sent inside to the school nurse or the staff member on first aid duty. More serious injuries which include those that require parent/guardian notification, or suspected treatment by a doctor, require a level 2 first aid trained staff member or school nurse.
- 1.4. Any students with injuries involving blood must have the wound covered at all times.

2. College Responsibilities

- 2.1. Two first aid rooms will be accessible at all times. Each room will contain suitable supply of first aid items including a suitable portable first aid kit and generic Adrenaline Auto injector Device and Salbutamol Metered Dose Inhalers.
- 2.2. The college will provide suitable devices for the disposal of hazardous waste in first aid rooms. This includes clinical waste bins and sharps containers.
- 2.3. A staff member trained in Level 2 First Aid will be in attendance at all camps and excursions. All school camps will have at least one Level 2 first aid trained person present at all times. A first aid kit will accompany all camps as well as a mobile phone.

- 2.4. A register of all injuries or illnesses will be maintained. Students requiring minor first aid will be given an information slip stating the nature of injury or illness, first aid required and the time. For more serious injuries/illnesses, the parents/guardians must be contacted.
- 2.5. Each student reporting to the sick bay will be assessed by the school nurse or first aid trained staff member on duty. The school nurse can be consulted when deciding to contact parents or requesting parents to collect their child from school.
- 2.6. Staff responsible for administering medication on camps must be given guidelines in accordance with any relevant health care plan for that student and maintain medication record logs.
- 2.7. Any student in the sickbay will be supervised by the school nurse or the first aid officer on duty.
- 2.8. Any student who is administered treatment by a doctor, dentist, hospital or paramedic as a result of an injury or the injury is deemed to be greater than minor will be reported on CASES, the DET accident injury form and reported to Emergency Management once notification of the outcome has been received by the College.
- 2.9. Opportunities for staff to undertake first aid training will be provided on an annual basis. Staff will undertake first aid/ CPR training and reaccreditation in line with department standards.

3. Parent Responsibilities

- 3.1. It is the parent/carers responsibility to ensure that the school office has current emergency contact names and numbers.
- 3.2. It is recommended that all families maintain adequate Ambulance insurance cover. Accessing an emergency ambulance will be made if necessary, regardless of this status.
- 3.3. Parents/guardians of students who are ill will be contacted to collect their children from school. If leaving early due to injury or illness, parents/guardians must sign the student out of the college either from the middle school front office or the junior school front office.
- 3.4. It is essential that parents/carers notify the school in writing of any medical conditions pertaining to their child. Parents and guardians must provide the school with current notice of relevant medical conditions. An updated data base of students with severe medical conditions including allergies, will be accessible to teachers and staff. Class teachers are to ensure that this information is clearly visible in their class roll and is easily found by other teachers eg. casual replacement teachers.

Related Policies / Documents

Anaphylaxis and Allergy Policy
Asthma Policy
Parent Handbook
Staff Handbook

Evaluation

This policy was created in term 3 of 2015

This policy will be reviewed as part of the College's annual review cycle