



FIRST AID POLICY

RATIONALE:

Yarra Hills Secondary College has procedures for supporting the health of students with identified health needs. We will provide a basic first aid responses as set out in the procedure below to ill or injured students due to **unforeseen circumstances** that may require **emergency** assistance.

Yarra Hills Secondary College will:

- 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 current level 2 first aid certificate.

Procedures for Medical Treatment

In the event a student requires medical attention, staff will assess the situation and determine whether parent or emergency contact is required. The school may also contact NURSE-ON-CALL (on 1300 60 60 24) for further assistance when expert health advice from a registered nurse is required. Students may seek the assistance of staff or the office for medical attention when required. Students are discouraged from contacting home before seeking staff or office assistance regarding their concern. In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school. These procedures have been communicated to all staff and are available for reference from the staff room or school office.

All accidents and injuries will be recorded on the Department's injury management system on CASES21.

All first aid treatment will be recorded for all students treated by staff through Compass. Parents will be notified through Compass. Parent/guardians or emergency contacts will be notified by phone of all head injuries and if of a serious nature, an ambulance will be called.

First aid kits will be available for all groups that leave the school on events and camps. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the event.

1. First Aid trained staff

A list of staff trained in first aid will be kept in the office for all injuries, including their level and expiry dates. All staff will render basic aid to students in cases of injury, illness or distress and in accordance with duty-of-care obligations and within the limits of the person's first aid training. See *Duty of Care Policy*.

2. Students with medical conditions

Students with serious medical conditions will be listed in the office, staff room noticeboard and in the Yard Duty folders for the awareness of all staff. Specific action plans including student photo will be listed in both the office and staff room for all staff to access.

Asthma: Students with a severe asthma condition must have an Asthma Action Plan established in consultation with parents/guardians and the student's medical practitioner. A copy of this will be well communicated with staff and put in in the office and staff room for easy access, should the situation arise. Ventolin will be accessible through the office and in every first aid kit that travels to an event or camp.

Asthma attacks can be:

Mild - this may involve coughing, a soft wheeze, minor difficulty in breathing and no difficulty speaking in sentences

Moderate - this may involve a persistent cough, loud wheeze, obvious difficulty in breathing and ability to speak only in short sentences

Severe - the student is often very distressed and anxious, gasping for breath, unable to speak more than a few words, pale and sweaty and may have blue lips.

All students judged to be having a severe asthma attack require emergency medical assistance. An ambulance will be called (dial 000), and the student's emergency contact notified. The '*4 Step Asthma First Aid Plan*' will be administered while waiting for the ambulance to arrive. When calling the ambulance state clearly that a student is having 'breathing difficulties.' The ambulance service will give priority to a person suffering extreme shortness of breath. Regardless of whether an attack of asthma has been assessed as mild, moderate or severe, Asthma First Aid (as detailed below) will commence immediately. The danger in any asthma situation is delay. Delay may increase the severity of the attack and ultimately risk the student's life.

Asthma First Aid

If the student has an Asthma Action Plan, follow the first aid procedure immediately. If no, Asthma Action Plan is available in the steps outlined below should be taken immediately.

The 4 Step Asthma First Aid Plan (displayed in Sick Bay):

Step 1: Sit the student down in as quiet an atmosphere as possible. Breathing is easier sitting rather than lying down. Be calm and reassuring. Do not leave the student alone.

Step 2: Without delay give 4 separate puffs of a blue reliever medication (*Airomir, Asmol, Epaq or Ventolin*). The medication is best given one puff at a time via a spacer device. If a spacer device is not available, simply use the puffer on its own. Ask the person to take 4 breaths from the spacer after each puff of medication.

Step 3: Wait 4 minutes. If there is little or no improvement repeat steps 2 and 3.

Step 4: If there is still little or no improvement; call an ambulance immediately (dial 000). State clearly that a student is having 'breathing difficulties.'

Continuously repeat steps 2 and 3 while waiting for the ambulance.

Anaphylaxis: Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. Although allergic reactions are common in children, severe life threatening allergic reactions are uncommon and deaths are rare. However, deaths have occurred and anaphylaxis is therefore regarded as a medical emergency that requires a rapid response.

The Principal has overall responsibility for implementing strategies and processes for ensuring a safe and supporting environment for students at risk of anaphylaxis. The principal will:

- Actively seek information to identify students with severe life threatening allergies at enrolment and ensure all staff are aware of this.
- Conduct a risk assessment of the potential for accidental exposure to allergens while the student is in the care of the school.
- Meet with parents/guardians to develop an Anaphylaxis Management Plan for the student. This includes documenting practical strategies for in-school and out-of-school settings to minimise the risk of exposure to allergens, and nominating staff who are responsible for their implementation.
- Request that parents/guardians provide an ASCIA (Australasian Society of Clinical Immunology and Allergy) Action Plan that has been signed by the student's medical practitioner and has an up to date photograph of the student
- Ensure that parents/guardians provide the student's EpiPen® and that it is not out of date.
- Ensure that staff obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®.
- Develop a communication plan to raise student, staff and parent/guardian awareness about severe allergies and the school's policies.

- Provide information to all staff so that they are aware of students who are at risk of anaphylaxis, the student's allergies, the school's management strategies and first aid procedures. This can include providing copies or displaying the student's ASCIA Action Plan in staff rooms, noting privacy considerations.
- Review the student's Anaphylaxis Management Plan annually or if the student's circumstances change, in consultation with parents/guardians.

Refer to *Anaphylaxis Policy* for further information

IMPLEMENTATION

College

- A First Aid Coordinator shall be appointed each year to be responsible for the overall organisation of First Aid, sick bay maintenance and replenishment of First Aid supplies and First Aid kits on the campus. The coordinator should hold (or obtain as soon as possible) a current Level 2 First Aid qualification.
- First Aid procedures are to be followed according to the DET policy. These guidelines will be easily accessible in each First Aid room.
- All staff are expected to deliver basic First Aid to students when required.
- Vaccinations against the flu, Hepatitis B, tetanus are available to all staff.
- A list of all staff with current First Aid qualifications, including the specific type and level of First-Aid qualification completed will be displayed prominently in each sickbay and general office.
- All staff will be made aware of emergency First Aid procedures, including emergency notification procedures, the names of trained staff and emergency services telephone numbers.
- Students will have access to First Aid treatment by qualified First Aid staff from 8.45 am –3.30 pm and at other times when authorised school programs are being conducted. Outside these times normal duty-of-care provisions apply.
- A qualified first aid staff member should attend all camps and excursions
- Student medical profiles will be available in a secure area in the office. Basic information about existing medical conditions/allergies is to be communicated to staff as appropriate through Compass as well as listing all action plans in the office and staffroom. (eg, serious allergies/conditions).
- All First Aid treatment will be recorded on Compass. Recurrent visits will result in parents being notified by College staff.
- In the event of serious injury or illness, the First Aid trained staff member giving initial treatment, should continue with the treatment until the student has left the school or recovered sufficiently to be considered no longer serious. Class replacement should be arranged if required.
- Parents/guardians are to be informed as soon as practicable of any First Aid emergency treatment their child has received.
- An Injury Report is to be completed and entered on CASES21 for all students and for Edusafe for all staff and personnel regarding all injuries receiving first aid.
- If a student is seriously injured, staff will attempt to contact parents/guardians through the office or emergency contact. Where this is not possible, staff will be expected to make decisions as to the action to be taken in accordance with duty-of-care obligations. Staff should seek advice from qualified first aid staff if they themselves have not been trained in first aid.
- During class periods, students will only be seen for first aid if they have a pass issued by their teacher, except in an emergency situation.
- Intentionally inflicted injuries will be reported to the Campus Principal after First Aid treatment is given. An injury report is to be completed and statements about the circumstances of the injury are to be taken. Wellbeing Coordinator will also be involved with further counselling and support if necessary. Parents will be notified.
- Students who are suspected of illicit drug and/or alcohol use will be assessed and treated. Such incidents are to be recorded strictly on Level 2 Compass. The year level Coordinator, Wellbeing Coordinator along with the Campus Principal will be informed and parents contacted to transport the student immediately from the school. Consequences will apply. The Coordinator and Wellbeing Coordinator will follow up with further counselling and support for the student and family.
- Any evidence of maltreatment or abuse observed on students is to be reported to the Campus Principal in keeping with our duty of care and mandatory reporting obligations. Any reasonable belief

of maltreatment on students will also be reported under mandatory reporting obligations. See *Mandatory Reporting Policy* for further information.

- Analgesics will only be given with the permission of parents/guardians and intake will be monitored closely for abuse.

Parents/Guardians

- Parents/Guardians have a responsibility to not send their child to school with an existing condition that requires First Aid, unless prior agreement has been reached with the College.
- Parents/Guardians have the responsibility to provide the College with current contact phone numbers (both home and emergency) and details of allergies and major illnesses as soon as possible.
- Supply up-to-date medical history of their child and an emergency contact number.
- Sign and return forms authorising staff to administer or seek medical treatment for all events and camps.

Prescribed medications

- It is the parent/guardian's responsibility to contact the College if their child requires regular medication.
- Written permission must be provided by the parent authorising staff to administer the medication both within school hours and during all school events including camps.
- It is the parent/guardian's responsibility to provide clear directions about the medication and to maintain supplies of the medication for school or event use.
- The medication suitably labelled will be kept in a secure cupboard in the General Office.
- Details (student name, date, time, adult's name, dosage) will be recorded once the medication has been dispensed. The student will also sign the record.
- Medication used on school events and camps must be in their original packaging with the student's name printed on the label as well as the directions for use.
- Medication should not be kept in school bags or lockers at school.

Other related policies:

Anaphylaxis Policy

Camps Policy

Duty of Care Policy

Mandatory Reporting Policy

Ratified by School Council May 2017