



# Nunawading Christian College Secondary First Aid Policy

## Document Control

Revision Number	Implementation Date	Review Date	Description of Changes	Prepared By	Approved By
New	March 2017	March 2018		B Thomas	NCCS Admin

## Rationale

Nunawading Christian College (Secondary) provides procedures to manage first aid situations or injuries arising from accidents involving students, members of the school community and visitors to the school. Prompt and appropriate first aid can minimise the injury and promote recovery.

## Aims

- To provide quality first aid facilities and procedures when people are injured or suffer an acute medical condition at school or school related function
- To ensure adequate communication with parents about the student's health problems when considered necessary
- To provide supplies and facilities for first aid
- To maintain a sufficient number of staff members with a current and relevant first aid training including Level 2 First Aid Certificate and training for allergic reactions such as anaphylaxis and asthma

## Implementation

The school will adopt the following approach to first aid:

### A. Responsibility

- **Work, Health and Safety Committee/All Staff:** will ensure compliance with the procedure and adequate financial resources for first aid training, equipment and ongoing supplies;
- **Designated First Aid Officer:** to apply current first aid skills, record first aid treatments and maintain first aid kits

### B. Procedure

- The First Aid Officer and WH&S Coordinator will assess the first aid needs of the school to identify the need for first aid supplies and training. This assessment shall consider first aid injuries that have occurred and the type of hazards likely to result in injuries requiring first aid
- First Aid kit(s) shall be kept unlocked and is readily available to all employees. A designated employee will be responsible for the supervision and supply of the kit/s

- First aid kits are placed in all specialist areas within the school. A more comprehensive supply of basic first aid materials will be stored in the First Aid Officer's work area
- The contents of the kit shall reflect the hazards at the school and likely injuries, while also being stocked in accordance with compliance requirements
- Student's personal medication and first aid supplies will be stored in a secure location at Reception and maintained by the First Aid Officer
- Injuries requiring treatment shall be recorded on the First Aid Register by the designated first aider. When first aid is required, an Accident/Injury Report will be filled out and copies made available to the WH&S Coordinator and First Aid Officer
- A sick-bay will be available for use at all times
- Supervision of the sickbay will form part of the First Aid Officer's duties. Any students in the sickbay will be supervised by the first aid officer and/or administration staff at all times
- All injuries or illnesses that occur will be referred to the school First Aid Officer who will manage the incident
- All injuries or illnesses experienced by students that require first aid will be recorded in a confidential and up to date register and kept in a secure location at Reception
- Any student with injuries involving blood must have the wound covered at all times. (See [Blood Spills Policy](#))
- All medication will only be made available to students with the express written permission of parents or guardians. Records of medication dispensed will be maintained and held at Reception
- Prescription medication must be accompanied by a Medical Management Plan which will be signed by the student's doctor
- For all injuries/illnesses, the administration staff must contact the parents/guardians so that professional treatment may be organised. Any injuries to a student's head, face, neck or back must be reported to parents/guardians. For these injuries an ambulance will be called at the first instance
- For critical incidents involving serious student accidents, procedures as outlined in the Critical Incident Management Policy are to be followed particularly in regard to responding to the media
- Medical emergencies while on camps are to be handled as per risk assessment guidelines as outlined in the Education Outside the Classroom (EOTC) Policy
- First Aid and Anaphylaxis response steps are posted in every classroom next to the telephone, prompting appropriate responses.
- 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 or where the First Aid Officer considers the injury to be greater than "minor" will be reported on the school's

Incident Report Form, obtainable from the front desk and a copy forwarded to SPD Risk Management and the ASV office

- At the commencement of each year, requests for updated First Aid information will be sent home including requests for any student medical emergency management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, asthma, anaphylaxis, illnesses and medications throughout the year
- All students are covered by the school's student personal accident plan 24 hrs a day, 365 days a year. It is recommended that all students have personal ambulance cover.

### C. Training

- Staff and the appointed first aid officer shall receive training so that they are knowledgeable about the first aid requirements and appropriate anaphylaxis responses.
- On induction and at regular intervals, all employees are expected to hold appropriate first aid qualifications and shall be briefed as to the location of the first aid kit(s) and whom to approach for first aid treatment. Refer also to [Anaphylaxis Policy](#).

### Related policies

- Duty of Care Policy
- Blood Spills Policy
- Anaphylaxis Policy

### Evaluation

This policy was last ratified by NCCS Administration 2017

Review period: Annually

