



College council will review this policy every three years or as directed by DET

**Date approved:** March 2018

**Date of next review:** 2021

## RATIONALE

Doncaster Secondary College acknowledges its responsibility for and is committed to providing quality first aid for staff, students and visitors to the College. The College is a complex environment catering for large numbers of students and staff who may be involved in accidents of various kinds and who may at times become ill.

## DEFINITION

First aid is the emergency care of the sick or injured. The benefits of first aid in the school environment are:

- lives can be saved;
- prompt attention to illness or injury;
- permanent disability may be prevented; and
- safety and safety awareness can be improved

## PURPOSE

- to administer first aid in a competent and timely manner
- to communicate students' significant health problems to parents
- to provide supplies and facilities to cater for the administering of first aid

## BROAD GUIDELINES

Doncaster Secondary College will provide first aid by:

- appointing a full-time nurse or equivalent to fulltime time fractions to tend to incidents as they arise;
- providing the opportunity for staff to be trained in level 2 first aid;
- maintaining a Health Centre suitably equipped with basic first aid materials which will be suitably stored;
- ensuring that first aid kits are taken to all camps, excursions and sporting activities from the Health Centre and are also accessible in the Performance Centre, Science and Food Technology Rooms;
- ensuring that first aid trained staff attend all school camps and that comprehensive information about student medical conditions and medication is compiled for staff attending the camp and that such information is also available at the College, together with emergency contact details;
- training all staff in the use of the EpiPen, emergency procedures for asthma and any other identified specific condition and its treatment as required;
- ensuring staff are familiar with Health Centre protocols;
- ensuring that staff are trained in how to deal with blood spills. Spill kits are located in the Health Centre;
- maintaining a comprehensive database of all injuries and illnesses that occur each day;

- informing the College Administration of any identified hazards which have caused accidents;
- requiring all students who are injured or ill report to the Health Centre in the first instance so that the Nurse can assess the injury or illness and take necessary action;
- contacting parents as soon as practical of students who have suffered any head injury or injury considered to be greater than 'minor' so that appropriate medical treatment can be obtained;
- contacting parents of ill students to take them home and requiring the parents to sign the student out in a register kept at the Health Centre;
- calling an ambulance in the event of an emergency;
- the Health Centre or an authorised staff member will dispense medication, including headache tablets, only to students who have written permission and supply from a parent or guardian;
- ensuring that student records relating to medical conditions, including asthma management plans, and emergency contact numbers are current;
- completing DET & WorkCover Accident / Injury documentation for all cases where:
  - a student is collected from school by a parent/guardian as a result of injury
  - treatment is administered by a doctor/hospital/ambulance officer
  - the injury is considered to be greater than 'minor'