

First Aid and Medical Conditions Policy and Procedures

1. Rationale

Ozford English Language Centre ("Ozford") is committed to the provision of an effective system of First Aid management to protect the health and safety of all staff, students and visitors as a requirement of the Occupational Health and Safety Act 2004.

2. Scope

Ozford's policy applies to all staff, students or visitors who may be affected by injuries or illness resulting from activities, whether on or off the Ozford's campus.

3. Definitions

First Aid involves emergency treatment and support to:

- preserve life through -
 - o clearing and maintaining open airways;
 - o restoring breathing or circulation; and
 - o monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse;
- protect a person, particularly if they are unconscious;
- prevent a condition worsening; and
- promote recovery.

4. Policy

- 4.1 Ozford will ensure that there is a sufficient number of First Aid officers who can assist an injured or ill person and has a current qualification covering all of Ozford's First Aid requirements.
- 4.2 Ozford has a private space that can act as a sick bay.
- 4.3 Staff will receive appropriate First Aid training to meet student health needs.

5. Procedure

First Aid Officer

- 5.1 The key duties of First Aid trained staff are to maintain emergency procedures, the sick bay and First Aid kits and provide first aid commensurate with their competency and training.
- 5.2 Prospective First Aid Officers should be:
 - staff who show evidence of enthusiasm and the capacity to deal with illness and injuries;
 - ability to relate well with other staff members;
 - in reasonably good health;
 - ability to exercise sound judgement especially in relation to the need to involve other support services; and

- readily available at short notice to be called away from their ordinary work.
- 5.3 All prospective First Aid Officers must undertake recognised First Aid training and the First Aid Officer's checklist (Appendix 1) must be completed before they are appointed as First Aid Officers.
- 5.4 The minimum acceptable level of training for First Aid Officers for workplaces is the Senior First Aid Certificate (often referred to as Level 2 First Aid qualification) or its competency based equivalent HLTAID011 Provide First Aid.
- 5.5 First Aid Officers' qualifications:
- All staff required to provide first aid must have satisfactorily completed a recognised First Aid training course which is renewed every 3 years;
 - Cardiopulmonary resuscitation (CPR) training must be undertaken annually;
 - First Aiders require regular training (annually) and updates (6 monthly) to manage Anaphylaxis (refer to Anaphylaxis Policy and Procedures);
 - Employers need to ensure that the qualifications of First Aid Officers are current; and
 - Details of level of training attained and renewal date are recorded on the First Aid Training Register; and
 - Additional training may be required to manage students with chronic health issues such as Diabetes, Asthma, Epilepsy, etc.
- 5.6 The ratio of First Aid Officers should be:
- One First Aid Officer for 10 to 50 staff and students;
 - Two First Aid Officers for 51 to 100 staff and students; and
 - An additional First Aid Officer for every additional 100 staff and students.
- 5.7 Oxford must keep a Register of First Aid Officers (Appendix 2: First Aid Officer's Register), listing First Aid qualifications and renewal dates. Lists of First Aid Officers and contact details must be clearly displayed:
- By telephones;
- On emergency procedure notices;
 - On First Aid kits; and
 - On safety noticeboards.
- 5.8 An Internal briefing of the First Aid Policy will be conducted regularly for all First Aid Officers.

Sick Bay/First Aid Area

- 5.9 Oxford has allocated a rest room as the sick bay/designated First Aid area. It is illuminated, ventilated, clearly identified and be located to provide easy access to injured or ill persons and access for ambulance if required. The area will be reserved for the use of sick or injured students. A First Aid kit and approved medical supplies and equipment will be located and appropriately secured in the sick bay area. The location of the sick bay/designated First Aid area must be made known to all staff and students.
- 5.10 The sick bay/designated First Aid area must have the following displayed (Appendix 3: Sick Bay Sign):
- Emergency Telephone numbers;
 - Ambulance/Fire brigade/Police;
 - Local hospital;
 - Local medical practitioner;
 - Poisons Information Centre; and

- List of First Aid officer's names and contact numbers.

5.11 The sick bay/designated First Aid area is checked every term. This is conducted by the First Aid Officers after the termly briefing on this Oxford's First Aid policy and procedure.

First Aid Kits

5.12 Oxford provides the required number of First Aid kits according to the number of staff and students.

5.13 The ratio of First Aid kit are:

- One First Aid kit for 10 to 50 staff and students;
- One additional First Aid kit for every additional 50 staff and students up to 200; and
- One additional First Aid kit for every additional 100 additional staff and students above 200.

5.14 The First Aid kits:

- are located in prominent and accessible positions and ensure all staff and students are aware of their location in case of an emergency;
- are identified with a visible and suitable sign;
- have the name of the person responsible for the kit/s clearly displayed;
- are available for all groups that leave the school on excursions; and
- are easily accessible and are not locked.

5.15 The First Aid kit must have the following content:

- Basic first aid notes;
- Disposable gloves;
- Resuscitation mask;
- Individually wrapped sterile adhesive dressings;
- Sterile eye pads (packet);
- Sterile coverings for serious wounds;
- Triangular bandages;
- Safety pins;
- Small sterile non-medicated wound dressings;
- Medium sterile non-medicated wound dressings;
- Non-allergic tape;
- Rubber thread or crepe bandage;
- Scissors;
- Tweezers;
- Suitable book for recording details of first aid provided;
- Sterile saline solution; and
- Plastic bags for disposal.

5.16 The first aid kits are checked regularly to certify that contents are complete and up-to-date, and:

- contain a current First Aid manual;
- Include the emergency number of First Aider/s and emergency services; and
- Contain a content checklist – to be checked and replenished after each use and at the end of each term.

5.17 A portable First Aid kit must be available for use for excursions.

- 5.18 The First Aid kit content is checked once per term. This is conducted by the First Aid Officers after the termly briefing.

Administering Medication.

- 5.19 All medication is to be dispensed by a registered medical practitioner. No staff member is authorised to dispense medication to students.
- 5.20 The First Aid staff is authorised to administer specific medications to students, provided that he/she has the appropriate First Aid training and the information below was provided to Ozford prior to the administration of the medication:
- Name of student requiring medication listed on the container – written by pharmacist
 - Medical Condition and Parental authorisation Form
 - Medical practitioner's instructions
 - Specific dosage to be administered to student
 - Time medication to be taken by student
 - Route medication to be taken e.g. oral, inhalation, injection, etc.
- 5.21 All medication dispensed must be recorded on the Medication Administration Record. Parental/guardian permission is required to administer analgesics (pain medication) to students.

Students with Medical Conditions

- 5.22 Students and parents/guardians for students under the age of 18 will be required to supply Ozford with current medical condition and an appropriate history of prior health conditions. Students or parents/guardians will also be requested to alert Ozford to current medical conditions that may require prescribed medication, special monitoring or treatment.
- 5.23 Where medication is required in spontaneous situations, detailed administration instructions will also be sought from students or parents/guardians and recorded in the Medication Administration Record.

Records of First Aid Management

- 5.24 All First Aid treatment provided by First Aid Officers must be recorded in the First Aid Treatment Record. The recording system must include:
- The date and time of the incident;
 - A description of the incident and/or symptoms;
 - Signs observed by the First Aid Officer;
 - Treatment given; and
 - Whether the person returned to work/class, went home, or was transferred to a doctor or hospital.

See also:

- Accident and incident Recording and Reporting Policy and Procedure

Appendix 1: First Aid Officer's Checklist

Year:

Name	Date
Location	
First Aid Qualification Completion Date	
Annual CPR Completion Date	
Anaphylaxis Training Completion Date	
Oxford First Aid Policy briefing Completion Date (end of every term)	
Sick Bay Check (end of every term)	
First Aid kit Check (end of every term)	

Appendix 2: First Aid Officer's Register

Year:

Name	Location	Phone	Annual CPR Date	Certificate Expiry Date	First Aid Level Achieved

Appendix 3: Sick Bay sign

Sick Bay Sign

Emergency Telephone Contact List

Ambulance: 000

Metropolitan Fire Brigade: 000

Police: 000

Poisons Information Centre: 13 1126

Traffic Hazards: 13 1170

State Emergency Service: 96966111

Hospital: Mercy Hospital for Women: 8458 4444

St Vincent's: 9231 2211

Royal Children's Hospital: 9345 5522

List of First Aid officers names and contact numbers Year:

Name	Location	Phone

Appendix 4: First Aid Kit Contents Check List

Year:

First Aid Kit Location:

Responsible & Checked by:

<i>Content</i>	<i>Date</i> <i>Checked:</i>	<i>Date</i> <i>Checked:</i>	<i>Date</i> <i>Checked:</i>	<i>Date</i> <i>Checked:</i>
<i>Contact of First Aid Officer</i>				
<i>First Aid Manual</i>				
<i>Emergency Services Sign</i>				
• <i>Basic first aid notes</i>				
• <i>Disposable gloves</i>				
• <i>Resuscitation mask</i>				
• <i>Individually wrapped sterile adhesive dressings</i>				
• <i>Sterile eye pads (packet)</i>				
• <i>Sterile coverings for serious wounds</i>				
• <i>Triangular bandages</i>				
• <i>Safety pins</i>				
• <i>Small sterile non-medicated wound dressings</i>				
• <i>Medium sterile non-medicated wound dressings</i>				
• <i>Non-allergic tape</i>				
• <i>Rubber thread or crepe bandage</i>				
• <i>Scissors</i>				
• <i>Tweezers</i>				
• <i>Suitable book for recording details of first aid provided</i>				
• <i>Sterile saline solution</i>				
• <i>Plastic bags for disposal</i>				

Appendix 5: Medical Conditions and Parental Authorisation (if student is under 18)

In order to ensure that you/your child is provided with appropriate care and attention should you/your child become injured or sick whilst in Ozford's care, please complete this form if you/your child has a current medical condition. Please provide authorisation to Ozford if you/your child may require prescribed medication, special monitoring or treatment to current medical conditions.

I/My child _____(your name/name of child) has the following medical condition that may require prescribed medication, special monitoring or treatment.

Detailed Medical Condition: _____

Symptom: _____

Special monitoring or treatment required: _____

Name of Doctor managing condition: _____

Doctor's Contact Details: _____

Parental Authorisation (if student is under 18)

I hereby authorise the school to administer to my child the following prescribed medication according to the following instructions should such action be required in the event of the illness/injury of my child.

Prescribed Medication: _____

Required instructions: _____

Specific dosage: _____

Time medication to be taken: _____

Mode medication is to be taken (eg. oral, inhalation, injection): _____

(Parent/guardian name)

(Parent/guardian signature) (Date)

Appendix 6: Medication Administration Record

All medication dispensed to students must be recorded on this form. Parental/guardian permission is required to administer analgesics (pain medication) to students. Please check student's medical condition/parents authorisation form for further detail before administering medication. Name of student requiring medication must be listed on the container.

Name & Form	Medical condition	Description of how to administer prescribed medicine	Child's doctor (Name and telephone)	Additional Comments / Advice

Appendix 7: First Aid Treatment Record

Date	Surname	First Name	Year Level	Description of illness	Contact Family Yes/No	Action Taken	Staff