

## FIRST AID AND MEDICAL CONDITIONS POLICY AND PROCEDURE

|                             |  |
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| <b>Approving authority</b>  | Executive Management Team  |
| <b>Purpose</b>              | This policy and procedure has been developed to comply with the Minimum standards of registration and to ensure Ozford College has an effective arrangements for ill students, employees, contractors or visitors.   |
| <b>Responsible Officer</b>  | Principal  |
| <b>Associated documents</b> | Accident and Incident Reporting Policy and Procedure<br>Anaphylaxis Policy, Procedure and Plan<br>College Occupational Health and Safety Policy and Procedure<br>Critical Incident Policy and Procedure<br>Student Support and Services Policy and Procedure<br>Records Management Policy and Procedure<br>COVIDSAFE plan<br>Emergency Management Plan |

### 1. RATIONALE

The Minimum standards of registration require that Ozford College (the College) has policies and procedures to provide students with a safe environment where the risk of harm is minimised, and students feel safe.

Managing student wellbeing includes:

- arrangements for ill students
- accident and incident register
- first aid
- distributing medicine
- current register of staff trained in first aid
- records of student medical conditions and management, or a pro forma for a school applying to register

This policy and procedure applies to all who may be affected by injuries or illness resulting from activities, whether on or off the campus.

### 2. SCOPE

This policy and procedure applies to all College staff and students:

- full time, part time, casual, permanent or temporary;
- contract or commission workers;
- volunteers, vocational and work experience placements;
- full time and part time students.

It applies to staff in all their work-related interactions with each other, and with customers, contacts or clients while in the workplace or off site, at work-related functions (including social functions and celebrations), while on trips and attending conferences.

## 3. POLICY

- 3.1 The College is committed to the provision of an effective system of First Aid management to protect the health and safety of all school employees, students and visitors as a requirement of the Occupational Health and Safety Act 2004.
- 3.2 First Aid involves emergency treatment and support to:
- preserve life through -
  - clearing and maintaining open airways;
  - restoring breathing or circulation; and
  - 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.
- 3.3 All staff and students are required to provide a health declaration including any existing medical condition during induction.
- 3.4 As part of the enrolment agreement, students and parents/guardians (for students under 18) will be required to give the College permission to contact a doctor or ambulance should an instance arise where the student requires treatment.
- 3.5 The College encourages all staff and students who are ill to seek medical attention.
- 3.6 In the event of a life-threatening emergency, an ambulance will be called. This may include:
- chest pain or chest tightness
  - sudden numbness or paralysis of the face, arm or leg
  - large burns
  - serious accidents or trauma
  - severe bleeding
  - difficulty breathing
  - extreme pain
  - unconsciousness.
- 3.7 Staff and students with COVID-19, cold or flu-like symptoms or vomiting or diarrhoea will be encouraged to limit contact with others and stay at home until symptoms have passed and comply with any Commonwealth or State health orders or requirements.
- 3.8 In the event of a public health risk, such as an infectious disease outbreak, the College may be required under the Public Health and Wellbeing Act 2008 to comply with the directions of the Chief Health Officer or an authorised officer. When a school is made aware of student illness that is a medically confirmed case(s) of pertussis, measles,

mumps, rubella, meningococcal disease polio, or COVID-19, this will need to be reported to the Department of Health and Human Services (DHHS) to seek further guidance where required.

- 3.9 If a student becomes ill at school, the student will be isolated and the College will contact the parents/guardians or homestay host/carer to arrange for the collection of the student.
- 3.10 In addition to their professional obligations, the Principal, High School coordinator and teachers have a legal duty to take reasonable steps to protect students in their charge from risks of injury that are reasonably foreseeable.
- 3.11 Staff are not expected to provide expert advice or treat students as that is the role of medical practitioners and health authorities.
- 3.12 The College will ensure that there are sufficient accessible First Aid officers/ reception or other staff who will
  - immediately request an ambulance if an immediate life-threatening medical emergency takes place
  - provide appropriate first aid treatment for minor incidents
  - provide referral to suitable medical practitioners for other illnesses.
- 3.13 All teaching staff and relevant support staff receive appropriate First Aid training to meet student health needs. The details of level of training attained and renewal date are recorded in the First Aid Training Register.
- 3.14 Additional training will be organised for the First Aid Officers to manage students with chronic health issues such as Diabetes, Asthma, Epilepsy, etc.
- 3.15 An accessible sick bay/designated First Aid area is allocated with the following displayed:
  - Emergency Telephone numbers;
  - Ambulance/Fire brigade/Police;
  - Local hospital;
  - Local medical practitioner;
  - Poisons Information Centre; and
  - List of First Aid officers names and contact numbers.

## 4. PROCEDURE

### **General Guidelines: Responding to ill/injured students**

- 4.1 Students or staff who became ill or injured and require assistance are required to inform reception in person or through the help of another student or staff.
- 4.2 Staff should:
  - refer students to reception (if safe to do so)

- notify the reception as soon as they are made aware that a student is ill or injured and requires assistance. Reception should notify a First aid officer and high school coordinator.
  - check for any threatening situation and remove or control it (if safe to do so)
  - remain with the ill/injured student until another staff member takes control of the incident.
- 4.3 If the illness/injury is immediate and life threatening or the ill/injured student is unconscious, reception or the staff member must
- immediately contact Triple Zero (000) and provide information that is as accurate as possible for the emergency response team to determine the most appropriate response.
  - not move the casualty unless exposed to a life threatening situation.
  - do not to leave the casualty alone unless emergency help arrives.
  - The first aid officer or a designated person will meet and direct the ambulance to the location of the casualty.
- 4.4 If the illness or injury require First Aid treatment, a First Aid Officer will be called to support the student. If the illness does not require emergency or First Aid treatment, students will be monitored and provided with appropriate option to either remain in the First Aid area under the care of the First Aid Officer and/or seek further medical treatment.
- 4.5 For students under 18, permission must be sought from parents/ guardian before students are allowed to leave the campus to return home.

### **General Guidelines: First Aid Officer and Records of First Aid Management**

- 4.6 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.
- 4.7 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.
- 4.8 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.

- 4.9 All staff required to provide First Aid must have satisfactorily completed a recognised First Aid training course which is renewed every 3 years. The minimum acceptable level of training for First Aid Officers for workplaces is currently, HLTAID011 – Provide First Aid.
- 4.10 Staff are also required to complete the Cardiopulmonary resuscitation (currently HLTAID009 - Provide cardiopulmonary resuscitation) training annually.
- 4.11 All teaching staff and any nominated support staff require regular training (annually) and updates (6 monthly) to manage Anaphylaxis (refer to Anaphylaxis Policy, Procedure and Plan).
- 4.12 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 200** staff and students; and
  - **An additional First Aid Officer** for every additional **100** staff and students.
- 4.13 The College 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 are displayed:
- On main reception phone
  - On First Aid kits; and
  - On Compass.
- 4.14 An Internal briefing of the First Aid Policy is to be conducted for all First Aid Officers annually.
- 4.15 All First Aid treatment provided by First Aid Officers must be recorded in the First Aid Treatment Record (Appendix 7). 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.

## **General Guidelines: Sick Bay/First Aid Area**

- 4.16 The College has allocated a sick bay/First Aid area for the use of sick or injured students/staff.
- 4.17 It is used for the provision of basic first aid care as well as first aid treatment such as minor cuts, scratches, bruising and for bodily injury.
- 4.18 The sick bay/designated First Aid area is located to provide easy access to injured or ill persons and access for ambulance if required.

- 4.19 A First Aid kit and approved medical supplies and equipment are located and appropriately secured in the sick bay area.
- 4.20 The First Aid Officer will ensure the following are displayed near the area (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 officers names and contact numbers.

### **General Guidelines: First Aid Kits**

- 4.21 The College provides the required number of First Aid kits according to the number of staff and students at our school.
- 4.22 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.
- 4.23 The First Aid kits must:
- Be located in prominent and accessible positions and ensure all staff and students are aware of their location in case of an emergency;
  - Have their location(s) identified with a visible and suitable sign;
  - Have the name of the person responsible for the kit/s clearly displayed;
  - Be available for all groups that leave the school on excursions; and
  - Be easily accessible and not be locked.
- 4.24 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.
- a current First Aid manual;
- Emergency number of First Aid Officer and emergency services
- Content checklist – to be checked and replenished after each use and at the end of each term.

4.25 The First Aid kit will be checked to certify that contents are complete and up to date. The First Aid kit content is checked after each use and once every 6 months to ensure that contents are complete and up to date. This is conducted by the First Aid Officers. See Appendix 4: First Aid Kit Contents Check.

4.26 A portable First Aid kit must be available for use for school excursions. This kit is also checked after each use and once every 6 months to ensure that contents are complete and up to date.

### **General Guidelines: Administering Medication**

4.27 All medication is to be dispensed by a registered medical practitioner.

4.28 No staff member is authorised to dispense medication to students.

4.29 The First Aid staff are authorised to administer specific medications to students, provided that the staff member has the appropriate First Aid training and the information below was provided to the College prior to the administration of the medication:

- Name of student requiring medication listed on the container – written by pharmacist
- Medical Condition and Parental authorisation/consent Form (Appendix 5)
- 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.
- 4.30 All medication dispensed must be recorded on the Medication Administration Record (Appendix 6). Family (Parent/guardian/carer) permission is required to administer analgesics (pain medication) to students.

### **General Guidelines: Students with Medical Conditions**

- 4.31 The College will not store and staff are prohibited to administer painkillers such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury.
- 4.32 Students and family (parents/guardians/carers) for students under the age of 18 will be required to supply the College with current medical condition and an appropriate history of prior health conditions.
- 4.33 Students or the family will also be requested to alert the College to current medical conditions that may require prescribed medication, special monitoring or treatment.
- 4.34 Where medication is required in spontaneous situations, detailed administration instructions will also be sought from students or parents/guardians and recorded in the student Medication Administration Record.

## **5. FEEDBACK**

Feedback or comments on this policy and procedure is welcomed by the listed responsible officer.



## Appendix 1: First Aid Officer's Checklist

Year:

|  |       |
|--|-------|
| Name:  | Date: |
| Location:  |       |
| First Aid Qualification Completion Date:           |       |
| Annual CPR Completion Date:                        |       |
| Anaphylaxis Training Completion Date:              |       |
| Sick Bay Check (every 6 months)                    |       |
| First Aid kit Check (end of every use/ every term) |       |

## Appendix 2: First Aid Officer's Register

Year:

| Name | Location | Phone | Annual CPR Date | First Aid Level Achieved |
|------|----------|-------|-----------------|--------------------------|
|      |          |       |                 |                          |
|      |          |       |                 |                          |

## Appendix 3: Sick Bay sign

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|---|
| <p>Sick Bay Sign</p> <p><b>Emergency Telephone Contact List</b></p> <p>Ambulance: 000</p> <p>Metropolitan Fire Brigade: 000</p> <p>Police: 000</p> <p>Poisons Information Centre: 13 1126</p> <p>Traffic Hazards: 13 1170</p> <p>State Emergency Service: 96966111</p> <p>Hospitals:     Mercy Hospital for Women: 9270 2222<br/>                         St Vincent's: 9288 2211<br/>                         Royal Children's Hospital: 9345 5522<br/>                         The Royal Melbourne Hospital: 9342 7000<br/>                         The Royal Women's Hospital: 9347 1186</p> <p>List of First Aid officers names and contact numbers</p> <p>Danee Nguyen - Phone Ext: 37116</p> <p>Damien Gauci - Phone Extension: 37178</p> |
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## Appendix 4: First Aid Kit Contents Check List

Year: 2022

First Aid Kit Location: Lonsdale St

Responsible & Checked by: Dannee & Damian

| <i>Content</i>   | <i>Date Checked:</i> | <i>Date Checked:</i> | <i>Date Checked:</i> | <i>Date Checked:</i> |
|--|----------------------|----------------------|----------------------|----------------------|
| <i>Contact of First Aid Officer</i>  |                      |                      |                      |                      |
| <i>First Aid Manual</i>  |                      |                      |                      |                      |
| <i>Emergency Services Sign</i>   |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Basic first aid notes</i></li> </ul>                                     |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Disposable gloves</i></li> </ul>   |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Resuscitation mask</i></li> </ul>  |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Individually wrapped sterile adhesive dressings</i></li> </ul>           |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Sterile eye pads (packet)</i></li> </ul>                                 |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Sterile coverings for serious wounds</i></li> </ul>                      |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Triangular bandages</i></li> </ul>                                       |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Safety pins</i></li> </ul>   |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Small sterile non-medicated wound dressings</i></li> </ul>               |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Medium sterile non-medicated wound dressings</i></li> </ul>              |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Non-allergic tape</i></li> </ul>   |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Rubber thread or crepe bandage</i></li> </ul>                            |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Scissors</i></li> </ul>  |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Tweezers</i></li> </ul>  |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Suitable book for recording details of first aid provided</i></li> </ul> |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Sterile saline solution</i></li> </ul>                                   |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Plastic bags for disposal</i></li> </ul>                                 |                      |                      |                      |                      |
| <ul style="list-style-type: none"> <li>• <i>Adrenalin Auto-Injector</i></li> </ul>                                   |                      |                      |                      |                      |

**Appendix 5: Medical Conditions and Parental Authorisation (for student 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 College's care, please complete this form if you/your child has a current medical condition. Please provide authorisation to the College 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)

