



## LOYOLA COLLEGE

### FIRST AID POLICY

<b>Intended audience</b>	Loyola College Community
<b>Author</b>	Occupational Health & Safety Committee
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#### PREAMBLE

Loyola is committed to managing the health and safety of staff, students, and visitors to the College. First Aid at Loyola College is staffed by trained first aid officers who are available to staff, students, and others, during the school day, whether this be on or off-site activities such as excursions, sporting events and camps. First Aid facilities include First Aid kits and the provision of a First Aid room.

#### DEFINITIONS

First Aid is defined as the emergency treatment of illness or injury to maintain life, ease pain and to prevent the deterioration of the patient's condition until professional medical help can be obtained. The goal of First Aid is not to diagnose or treat the condition, but to provide treatment and support which might include the following:

- Clearing and maintaining open airways
- Restoring breathing or circulation
- Monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
- Protecting a person, particularly if they are unconscious
- Prevention of a condition worsening

First Aid Officers are trained officers who provide initial care of ill/injured staff, students and others by delivering First Aid care in accordance with approved training (Level 1, 2 or 3 as relevant) and, where appropriate, referring the ill/injured person for additional medical advice

#### GUIDING PRINCIPLES:

- A First Aid area is available for use by students/staff/visitors. An appropriate and compliant supply of First Aid equipment is stored in this facility.
- First Aid kits are available in all key areas in the College, all practical classrooms, and Heads of House offices. These kits are regularly checked by the designated First Aid staff member to ensure that they are appropriately stocked.
- A confidential register of all First Aid administered is maintained by the First Aid Officer. If First Aid has been administered by personnel other than the First Aid Officer, it is the responsibility of that staff member to fully inform the First Aid Officer of the specific details.
- College procedures will be followed for reporting, recording, and investigating First Aid issues or concerns.

## **POLICY GUIDELINES:**

- Students who are unwell should not be sent to school.
- Sick or injured students who are unable to return to classes, or participate in activities, are normally sent home.
- Students will only be sent home once contact has been made with a parent/guardian.
- Sick or injured students are supervised by the First Aid Officer in the First Aid Room (or offsite in a safe place) until a parent /guardian is able to collect them.
- The College does not provide medication (including paracetamol, aspirin or nurofen) for students. Medication, including analgesics such as paracetamol and aspirin has potential to cause adverse health effects in some people including asthmatics, pregnant women and people with medical conditions. Aspirin is included in the First Aid Kits, marked STAFF ONLY, to be used in the event of a heart attack.
- Students who require medication during the day (e.g. Ventolin/EpiPen) must provide their own supplies, which are to be stored in the First Aid room.
- College staff do not administer medication. Supervision of the administering of medication may be provided on request; however, it is the student's responsibility to administer their own medication.
- In the event that a student is seriously injured, is immobile or requires treatment beyond basic First Aid, an ambulance will be called. Parents/Guardians will be contacted and informed of the injury and request for an ambulance.

## **IMPLEMENTATION:**

Loyola College will:

- Ensure that legislative requirements for First Aid are complied with.
- Administer First Aid to students, staff, or visitors in a timely and competent manner.
- Communicate student health problems that arise at the College to parents and when appropriate, to staff.
- Assist in the management of ongoing student health issues.
- Provide supplies and facilities to cater for administering First Aid.
- Encourage students to take responsibility (where possible) for their own health issues (if information is provided by and supported by parents). Students are not permitted to contact parents prior to presenting to First Aid.
- Provide designated staff members who are responsible for the administration of First Aid throughout the College.
- Provide up to date information to students, parents, and staff about First Aid practices/procedures.
- Provide ongoing training to all staff in the administration of the EpiPen.
- Offer training to all staff to provide ongoing skills to administer basic life support in the case of critical injury.
- Provide procedures for the recording of all data on the student database for future reference with major incidents being reported to Worksafe.
- Monitor hazards within the College to ensure that the First Aid Service is equipped to deal with injury that may come about from these hazards.
- Maintain the compliant number of staff members with Provide First Aid and Provide Advanced First Aid qualifications.
- Maintain a registry of all First Aid Officers on the LMS, including First Aid qualifications and renewal dates.
- Establish training needs by identifying potential causes of injury and illness and the range of individual medical conditions, such as anaphylaxis, asthma, diabetes, epilepsy, haemophilia, etc.

**Note:** Additional training is facilitated to manage anaphylaxis and asthma. Anaphylaxis management and training meet the requirements of Ministerial Order 706.

## **First Aid Coordinator**

First Aid Coordinator will:

- Hold current, appropriate First Aid qualifications – the minimum acceptable level of training for First Aid Officers for workplaces is the senior First Aid Certificate (Provide First Aid and Provide Advanced First Aid qualifications) or its competency based equivalent HLTAID003.
- Apply First Aid.
- Provide emergency treatment (within their level of training and competence) and support to ill/injured students, staff and others.
- Adhere to appropriate infection control practices during provision of First Aid and in the disposal of First Aid waste.
- Ring an ambulance and coordinate the ambulance response where necessary.
- Record First Aid administered on Synergetic (Consent2Go)
- Forward injury reports to the DP Students and DP Staff and Operations for matters which require an ambulance or serious injury.
- In conjunction with the Professional Development Coordinator, ensure the names and contact details of current First Aid Officers are clearly displayed.
- Ensure the College First Aid equipment is functional and that it meets compliance standards.
- Ensure EpiPens are kept up to date.
- Act as a verifier for staff who complete the online anaphylaxis training.
- Supervise the administering of medication where appropriate.
- Update and prepare First Aid kits as required with consideration to the activities and hazards that could result in an injury or illness.
- Check and replace the battery in each of the defibrillators every six months.

## **First Aid Room**

The First Aid room must not be used for any other purpose. The First Aid room will:

- Be clearly identified – a white cross on a green background.
- Be designated specifically for First Aid purposes.
- Be located to provide easy access to ill/injured persons.
- Be stocked with the required contents.
- Be well illuminated and ventilated.
- Have easy access for an ambulance.
- Have easy access to toilets.
- Have emergency telephone numbers prominently displayed.
- Have a list of First Aid Officer(s) names and contact numbers clearly displayed.
- Have the location made aware to all staff, students and others.

## **Record Keeping**

The First Aid Officer will keep records of all injuries/illnesses and any First Aid treatments provided.

- All records are kept on Synergetic (Consent2Go)
- Reports should include
  - the date, time and place of illness/injury
  - names and addresses of people injured and any witnesses
  - nature of the injury
  - subsequent action and treatment involved
  - details of the first aid officer making the report

## Camps, Co-curricular Activities and Excursions / Overseas trips

- Additional requirements are in place when students and staff leave the College campus on excursions or camps.
- The Camp/Excursion Coordinator is required to ensure a compliant number of First Aid Kits are booked prior to the outing.
- **On camp, there is to be at least one staff member with Level 2 First Aid training.**
- The Camp/Excursion Coordinator reserves the right to call an ambulance or seek further medical assistance as deemed necessary at the expense of the Parents/Guardians.
- A copy of current individual Health Management Plans for relevant students is to be supplied by the First Aid Coordinator prior to camp.
- Staff are required to sight and check the expiry date of the EpiPen of any student with anaphylaxis before they leave the College grounds for camps/excursions/sporting activities. Staff must ensure that the student carries the EpiPen on their person, particularly when travelling on the College bus. The EpiPen must not be in the hold.
- Should an injury be incurred, or medical incident take place on camp, co-curricular activity or excursion, the organizing staff member is to complete an Accident/Incident report and forward copies to the DP Staff & Operations, DP Students and First Aid Coordinator.

## Additional First Aid Requirements

- Eye wash facilities are provided in any area (e.g. science laboratories, food technology areas, maintenance workshops) where there is a risk of serious burns to the eyes or a large area of the body or face.
- Automated External Defibrillators (AED) have been placed in the following locations:
  - First Aid Room
  - MPAC Kitchen
  - Companions Hall Kitchen
  - Tony Chirico Staff Centre
- Generic EpiPen's can be found in the following locations:
  - First Aid Room
  - Reception
  - Food Technology Kitchen
  - MPAC Staff Photocopying Room
  - Sport's Assistant's Office.
  - Cardoner 080
- Asthma Kits have been placed in the following locations:
  - Food Technology Kitchen
  - Reception
  - Sport Assistant's Office
  - First Aid Room

## Infectious Diseases

Infectious diseases can have a significant impact on schools through absenteeism and the interruption of learning in the school environment. The College promotes hygiene practises which limit the spread of infection such as effective hand washing and social distancing.

If a student or staff member becomes unwell with a **suspected** infectious disease:

- Immediate medical care is administered
- The Staff Member or student is sent home as soon as is possible. Should a student be affected, the student is transferred to the care of a parent/guardian as soon as possible.
- The Principal or Principal's delegate notifies the Department of Health (DHHS) **once confirmed by a parent/guardian.**

- The member of staff who has been informed of an infectious disease/condition notifies the DP Students if a student or the Deputy Principal Staff and Operations if a staff member, who then ensure this information is communicated to the parents/guardians of the relevant year level
- In the event of a pandemic, the College will follow the guidelines provided by the DHHS, and Catholic Education Melbourne.

### **Resources**

- First Aid Risk Assessment Checklist (Work safe)
- Ministerial Order 706
- First Aid in the workplace (WorkSafe)
- Reporting Notifiable Incidents (WorkSafe)
- Guide to Incident Notification (WorkSafe)
- Infectious Diseases minimum periods of exclusion table (Department of Health)

### **RELEVANT DOCUMENTS**

Sharps Policy

Blood Spills Policy

Asthma Policy

Anaphylaxis Policy

Ambulance Protocols