



Camperdown College

First Aid Policy and Procedures

RATIONALE:

The school has procedures for supporting student health for students with identified health needs (see Care Arrangements for Ill Students Policy) and will provide a basic first aid response as set out in the procedure below to ill or injured students due to unforeseen circumstances and requiring emergency assistance. These procedures will be communicated to all staff and are available for reference in the Staff Handbook and campus offices. This policy should be read in conjunction with the College's Anaphylaxis Management Policy, and Administering Medication at School Policy and Procedures.

IMPLEMENTATION:

First Aid Officers

Consistent with the DET First Aid Policy and Procedures, the school will allocate a designated staff member as First Aid Officer at each campus and train an adequate number of staff in Level 2 First Aid. The name and details of the First Aid Officers, along with a list of all Level 2 First Aid trained staff, will be displayed in the office, Emergency Management Plan and staffroom at each campus. At any one time, Camperdown College will have a minimum of ten Level 2 First Aid trained staff, with representation across campuses, year levels and learning areas. Teachers of sport, Physical Education and higher risk activities will be prioritised.

The school's register of staff who are trained will be reviewed annually.

First Aid Officer Duties

The First Aid Officer is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.

Their specific duties include:

- Contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards.
- Providing basic first aid emergency awareness information for staff including emergency notification processes, a list of Level 2 first aid trained staff and provision of emergency phone numbers.
- Maintaining first aid room and first aid kits and providing input on first aid requirements for excursions and camps.
- Ensuring that a record of all first aid treatment is kept. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given.

Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other staff may be required to help within their level of competency.

Procedures for Medical Treatment

In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians before calling for medical attention except in an extreme emergency.

In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school.

All accidents and injuries will be recorded on the DET injury management system on CASES21.

A Record of First Aid Treatment will be kept in the first aid room (Junior Campus) and office (Senior Campus) and information recorded for all students treated. At the Junior Campus, a blue slip will be filled in and sent home with the student indicating date and time of attendance in the first aid room, the treatment given and the person administering the first aid.

It is the policy of the school that all injuries to the head are reported to a Principal Class Officer and that parents/emergency contacts are contacted regarding the injury. A decision to send the child home will be made in consultation with the parent/emergency contact and with consideration for the seriousness of the injury.

First aid kits will be available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion.

At the Junior Campus, portable first aid kits containing basic supplies will be available for staff on yard duty.

First Aid Kit Contents

The First Aid Officer at each campus will check and maintain a central first aid kit, first aid room supplies, and portable first aid kits. (See appendix for suggested items.)

Emergency Telephone Numbers

Poisons Information Service	13 11 26
Ambulance	000

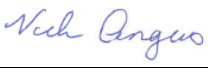
COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from school administration upon request

Evaluation: This policy will be reviewed every three years or more frequently if required by changed circumstances.

POLICY REVIEW AND APPROVAL

Policy last reviewed	15/11/2022
Approved by	Acting Principal 
Next scheduled review date	15/11/2025

References:

APPENDIX:

Suggested first aid kit contents:

- an up-to-date first aid book
- wound cleaning equipment
 - gauze swabs: 100 of 7.5 cm x 7.5 cm divided into small individual packets of five
 - sterile saline ampoules: 12 x 15 ml and 12 x 30 ml
 - disposable towels for cleaning dirt from skin surrounding a wound
- wound dressing equipment
 - sterile, non-adhesive dressings, individually packed: eight 5 cm x 5 cm, four 7.5 cm x 7.5 cm, four 10 cm x 10 cm for larger wounds
 - combine pads: twelve 10 cm x 10 cm for bleeding wounds
 - non-allergenic plain adhesive strips, without antiseptic on the dressing, for smaller cuts and grazes
 - steri-strips for holding deep cuts together in preparation for stitching
 - non-allergenic paper type tape, width 2.5 cm–5 cm, for attaching dressings
 - conforming bandages for attaching dressings in the absence of tape or in the case of extremely sensitive skin
 - six sterile eye pads, individually packed
- bandages
 - four triangular bandages, for slings, pads for bleeding or attaching dressings, splints, etc
 - conforming bandages: two of 2.5 cm, two of 5 cm, six of 7.5 cm and two of 10 cm – these may be used to hold dressings in place or for support in the case of soft tissue injuries
- lotions and ointments
 - cuts and abrasions should be cleaned initially under running water followed by deeper and more serious wounds being cleaned with sterile saline prior to dressing. Antiseptics are not recommended
 - any sun screen, with a sun protection factor of approximately 30+
 - single use sterile saline ampoules for the irrigation of eyes
 - creams and lotions, other than those in aqueous or gel form, are not recommended in the first aid treatment of wounds or burns
 - asthma equipment (which should be in all major portable kits, camping kits, sports kits, etc)
 - blue reliever puffer (e.g. Ventolin) that is in date
 - spacer device
 - alcohol wipes

List of additional equipment for first aid room:

- single use gloves – these are essential for all kits and should be available for teachers to carry with them, particularly while on yard duty
- blood spill kits
- vomit spill kits
- one medicine measure for use with prescribed medications
- disposable cups
- one pair of scissors (medium size)
- disposable splinter probes and a sharps container for waste
- disposable tweezers
- one teaspoon
- disposable hand towels
- pen-like torch, to measure eye-pupil reaction
- two gel packs, kept in the refrigerator, for sprains, strains and bruises or disposable ice packs for portable kits
- adhesive sanitary pads, as a backup for personal supplies
- flexible 'sam' splints for fractured limbs (in case of ambulance delay)
- additional 7.5 cm conforming bandages and safety pins to attach splints
- blanket and sheet, including a thermal accident blanket for portable kits
- germicidal soap and nail brush for hand-cleaning only
- one box of paper tissues
- paper towel for wiping up blood spills in conjunction with blood spill kit
- single use plastic rubbish bags that can be sealed, for used swabs and a separate waste disposal bin suitable for taking biohazard waste (note: Biohazard waste should be burnt and there are several companies that will handle bulk biohazard waste)
- ice cream containers or emesis bags for vomit.