

Procedure	First Aid and Medical Conditions Procedure
Person Responsible	Principal, Assistant Principal, Teachers, First Aid Officers
Staff Involved	All staff
Frequency of Performance	As required
Related Documents	First Aid & Medical Conditions Policy Medication Authority Form Medication Administration Register First Aid Officer Register Medical Information Form Medical Action and Management Plan Asthma Management Plan Individual Anaphylaxis Management Plan Djerriwarrh Community College Emergency Management Plan

In the event of an emergency call 000 and notify the First Aid Officer and the Principal or delegate.

1. First Aid procedure

In the event of an accident, injury or medical emergency, follow the Basic Life Support Chart (DRSABCD Action Plan)

D	Check for DANGER
R	Check for RESPONSE
S	Send for HELP Dial 000
A	Open Airway
B	Check for BREATHING
C	Give COMPRESSIONS – provide cardiopulmonary resuscitation (CPR) if not breathing
D	DEFIBRILLATE, if defibrillator available

Follow these steps:

1. Assess the situation, danger and injury.

2. Reassure the adult or child. (Do not leave the ill or injured person alone or unsupervised until emergency services or emergency contact arrives).
3. Administer First Aid and call an ambulance on **000** if required.
4. Inform the next of kin or the Parent/Guardian in the case of a child or relevant staff or emergency contact of others.
5. Complete an Incident/Accident Report Form.
6. Ensure that the next of kin or the parent or guardian signs the accident form to indicate that they have been informed.
7. Evaluate the accident and the future steps that could be taken for prevention.
8. Forward the completed Incident/Accident Report Form to the Principal.

2. General guidelines for First Aid Officer

The key duties of the First Aid Officer and staff trained in First Aid are to maintain emergency procedures, the sick bay and First Aid kits and provide First Aid commensurate with their competency and training.

First Aid Officers must:

- show evidence of enthusiasm and the capacity to deal with illness and injuries;
- show the ability to relate well to students;
- be in reasonable health;
- exercise sound judgement especially in relation to the need to involve other support services; and
- be readily available at short notice to be called away from their ordinary work.

2.1 First Aid qualification

All prospective First Aid Officers must undertake recognised First Aid training. 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 HLTAID003 Provide First Aid.

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 Aid Officers require regular training (annually) and updates (6 monthly) to manage Anaphylaxis (refer to Anaphylaxis policy and procedures).

The Principal needs to ensure that the qualifications of First Aid Officers are current and details of the level of training attained and renewal date are recorded on the First Aid Officer Register.

Additional training may be required to manage students with chronic health issues such as Diabetes, Asthma, Epilepsy, etc.

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.

2.2 First Aid Officer Register

Djerriwarrh Community College maintains a Register of First Aid Officers, listing First Aid qualifications and renewal dates.

Lists of First Aid Officers and contact details are clearly displayed:

- by telephones,
- on emergency procedure notices,
- on First Aid kits,
- on safety noticeboards.

3. First Aid kits

The College provides the required number of First Aid kits according to the number of staff and students at our school.

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.

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 First Aid Officer 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.

3.1 First Aid kit contents

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.

The First Aid kit must:

- be checked regularly to certify that contents are complete and up-to-date; 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.

The First Aid kit content is checked once per term. This is conducted by the First Aid Officer at the end of each school term.

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

4. Sick Bay/First Aid Area

The sick bay/designated First Aid area must be 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.

The sick bay/designated First Aid area must have:

- the Sick Bay sign displayed;
- emergency telephone numbers: ambulance/fire brigade/police, local hospital, local medical practitioner, poisons information centre; and
- a list of First Aid Officer(s) and all Staff with current First Aid qualifications names and contact numbers.

The sick bay/designated First Aid area is checked every term. This is conducted by the First Aid Officer(s) at the end of each school term.

Sick Bay use is recorded as part of the Accident/Incident Report form and the Parent/Guardian is informed. All Parent/Guardian contact information is also logged in Compass.

Parents/Guardians will be informed of all instances of student Sick Bay use. For serious illness and/or where the student is unable to return to class, the Parent/Guardian is contacted by the Principal so that professional treatment may be organised.

5. Ill Students

The College has a First Aid Officer on site at all times. In the event of an emergency 000 will be contacted and the First Aid officer notified.

College staff must contact the First Aid Officer on site in the event of a student becoming unwell and notify the Principal of the situation.

Parents/Guardians of ill students will be contacted to take them home or to seek further medical attention. Unwell students must not be left by themselves and supervision put into place.

For serious illness, the Parents/Guardians must be contacted by the Principal or delegate so that professional treatment may be organised.

6. Medication

For students with anaphylaxis refer to the Anaphylaxis Policy and Procedure.

The College does not administer non-prescribed medicines such as paracetamol or analgesics to students and does not keep them on the premises.

We recognise that there may be times when staff need to administer medication to a student either in an emergency or if requested by a Parent/Guardian when the student is unable to self-administer.

Parents/Guardians of the student must provide a Medical Action and Management Plan and Medication Authority Form completed by the student's medical/health practitioner. These forms include information on dosage, storage and administration.

Medication must be in the original bottle or packaging and must be clearly labelled with the name of the student, time and dosage to be administered.

The expiry date of the medication must be visible.

The College's duty of care is to administer the correct dose of medication according to written instructions received by the Parent/Guardian. The Medication Administration Register must be completed by the First Aid Officer administering the medication.

Djerriwarrh will ensure that medication is stored securely, away from the classroom and away from the First Aid kit in a place accessible by the staff member responsible for the administration of it.

Djerriwarrh will ensure that the privacy of the student is maintained in relation to medication and illness.

Teachers of students requiring medication will be informed by the Principal or First Aid Officer of the need for the student to be released from class at the relevant time.

In the unlikely event that staff become responsible for ongoing administration of medication to a student, all instances of administration must be recorded in the Medication Administration Register. This is retained by the Principal.

The Principal maintains contact details and medication information for students. College staff are not responsible for interpreting or monitoring a medical condition or the effects of medication.

7. Records of First Aid management

All First Aid treatment provided by First Aid Officer(s) 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 student returned to class, went home, or was transferred to a doctor or hospital.

8. Issuance and approval

Document No:	067	Version no:	2.1	Classification:	Welfare
Document owner:	Compliance	Authorised by:	Principal		
Issue date:	24 April 2025	Review date:	24 April 2028		