



FIRST AID AND CARE FOR STUDENTS POLICY

RATIONALE

To ensure that Melba College and the school community understands our school's approach to first aid and care for ill students.

SCOPE

Applies to all first aid procedures at Melba College and to the operation of the First Aid room and nursing care. First aid for anaphylaxis and asthma are provided for in the Melba College:

- *Anaphylaxis Management Policy*
- *Asthma Management Policy*

POLICY

From time to time Melba College staff might need to administer first aid to students at school or school activities (Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition).

Staffing

The principal will ensure that Melba College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. For every one hundred enrolled students at Melba College, the College will ensure there are at least two trained first aid officers.

Melba College's trained first aid officers are (updated annually):

Staff member	Date Trained	Qualification	Training Organisation
• Susan Ambrose		Endorsed Enrolled Nurse	
• Staff member			

The Melba College nurse will be responsible for maintaining:

- all records of students who attend the First Aid room or require First Aid care at Melba College
- all equipment in the First Aid room
- all first aid kits.

First Aid room

The first aid room will be maintained to a level so as to be able to administer basic first aid and nursing care for the students of Melba College. The First Aid room will be provided with:

- a minimum of two beds
- a treatment chair
- a comprehensive and fully equipped first aid and nursing station
- a minimum of two wheel-chairs
- a minimum of four sets of crutches in varying sizes
- a lifting crane

- a lockable drugs cabinet that meets *Drugs, Poisons and Controlled Substances Act 1981* and Regulations 2017 and is designed and manufactured to the requirements of Australia / New Zealand Standard for Safes and Strongrooms (AS/NZS 3809:1998) as stipulated by the Australian Health Department Specifications.

First aid kits

Melba College will maintain:

- A major first aid kit in the administration/reception areas of Buildings A, B, D, E, F and G.
- A minimum of four portable first aid kit/s which may be used for excursions and camps
- A minimum of four small portable first aid kit/s which may be used for yard duty

All portable first aid kit/s will be stored in the First Aid room.

First aid management and Care for students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the First Aid room and monitored by the Melba College nurse or First Aid attending staff member. Depending on the nature of their symptoms, the College nurse or First Aid staff member may contact parents/carers or an emergency contact person to ask them to collect the student.

In a medical emergency:

- any Melba College staff member may take emergency action
- staff do not need to obtain parent/carer consent to do so
- staff may contact Triple Zero '000' for emergency medical services at any time
- staff may call for an ambulance and do not need to obtain parent/carer consent to do so
- staff must seek assistance from the Melba College nurse and other available First Aid trained staff
- staff must inform the College Principal or Assistant Principal of the emergency.

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- in a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- if first aid is administered for a minor injury or condition, Melba College will notify parents/carers in the first instance by sending a note to parents/carers with the student. This will be followed by an email, phone call or text to confirm the parent/carer has received the relevant information.
- if first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student Melba College will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.

In accordance with guidance from the Department of Education and Training the administration of analgesics to students is prohibited. Analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

Related Melba College policies include:

- Duty of Care Policy
- Health Care Needs Policy
- Medication Administration Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Ambulance Attendance Policy
- Student Engagement and Wellbeing Policy

Other related documents include:

- Medication Administration Log
- Medication Authority Form

Policy Reviewed by School Council	Person Responsible for Policy	Next School Council Review
2019	Assistant Principal Compliance	2020