## **First Aid Policy**

**Purpose**

To ensure the visiting school community understands the Somers School Camp – Woorabinda Campus (Woorabinda) approach to first aid for students.

**Objective**

To explain to Woorabinda staff, visiting schools staff, parents/carers and students the processes and procedures Woorabinda will follow to administer first aid.

**Scope**

First aid for anaphylaxis and asthma are provided for in our school’s:

* *Anaphylaxis Policy*
* *Asthma Policy*

**Policy**

From time to time Woorabinda staff might need to administer first aid to students during the course of their residential stay.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

**Staffing**

The Woorabinda Campus Principal will ensure that Woorabinda has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school’s trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan

Woorabinda’s First Aid/Wellbeing Coordinator is Elizabeth Milkins.

As Woorabinda staff are present on campus for the duration of the program, they are responsible for first aid management at all times.

It is the responsibility of the visiting school to ensure they have appropriately trained staff attend all camps and excursions as per DET excursions guidelines. The visiting school is also responsible to provide first aid support to students whilst transporting to and from Woorabinda as per the DET Excursion policy.

**First aid kits**

Woorabinda will maintain:

* Major first aid kits which will be stored
  + - At the farm
    - At the Maintenance Shed
    - In the Dining Room
    - In the Rec Hut
    - In the Staff Room
    - In the Zip Line Hut
    - In the High Ropes Hut
* Portable first aid kits will be carried by all Woorabinda teachers at all activities.
* Portable First Kits will be stored in each vehicle.
* Two spare Portable First Aid Kits will be stored in the First Aid Room.

Visiting School Teachers will be responsible for maintaining their First Aid Kit, that is brought with them when attending Woorabinda.

Woorabinda’s First Aid/Wellbeing Coordinator will be responsible for maintaining all Woorabinda first aid kits.

**Care for ill students**

Students who are unwell should not attend Woorabinda.

If a student becomes unwell during the school day they may be directed to First Aid Room and monitored by our First Aid/Wellbeing Coordinator. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

The first aid room includes a space where ill students can rest comfortably and in private whilst being monitored by staff.

It is the responsibility of each visiting school to ensure all confidential medical forms are completed by parents/carers prior to the scheduled visit including:

* Medication Authority Form (includes student profile information)
* Student Health Support Plan (if required)
* Asthma Action Plans (if required)
* Anaphylaxis Management Plans (if required)

Copies of these forms must be provided to Woorabinda four weeks in advance, along with any supplementary documentation completed by the student’s treating practitioner, or if the principal of the visiting school has agreed, completed by the parents or carers.

All information is kept in hardcopy and these documents are stored in a secure location (Woorabinda first aid room) as per the Department’s records management policy. Access is limited to DET employees who have a duty of care and responsibility for students whilst at the school. If required, Woorabinda will seek further clarification of student needs, with the visiting school prior to commencement.

Information on students’ medical needs will be available via the hardcopy. A summary of the medical forms is to be taken with each class group and provided to visiting school staff in a ring file. A hardcopy of relevant medical forms will also be placed in the Staff Room, Main office, Visiting Teachers Lounge, First Aid Room, Kitchen, for other staff to access as required

**First aid management**

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:

* Responding 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, responding 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.
* Responding 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, Woorabinda will notify parents/carers by Phone Call.
* If first aid is administered for a serious injury or condition, or in an emergency situation, responding school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
* If responding staff providing first aid determine that an emergency response is not required but that medical advice is needed, responding 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 Woorabinda will:
  + record the incident on CASES21
  + if first aid was administered in a medical emergency, report the incident to the Department’s Incident Support and Operations Centre on 1800 126 126.

Due to the residential nature of Woorabinda and following guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, may be stored at school but not provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury. Staff will always communicate with parents before administering such medications.

**Communication**

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

* Available publicly on our school’s website
* Included in Woorabinda and visiting school staff induction processes

**Further Information and Resources**

Woorabinda’s:

* First Aid Room Protocols and Practices (Including Blood spills and Sharps)
* Asthma Policy
* Anaphylaxis Policy
* [Safety Management Plan for COVID-19](https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx) (COVIDSafe Plan).

**Policy Review and Approval**

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| Policy last reviewed  28/01/2023  Approved by | Mark Warner  Somers School Camp Principal |
| Next scheduled review date | January 2024 |