

Rationale

This policy provides staff of Bayview College with guidelines to ensure the safety of themselves and the students in their care when dealing with accidents and emergencies. The policy acknowledges the duty of care owed by the school to the student, other students, staff and other people who access the school. Our Mission states that "We provide excellence in education within the context of Christian values, pastoral care and community" and as such high quality First Aid provision is necessary. The policy applies during the course of a normal school day and during school activities outside normal school hours.

This policy addresses Bayview College's obligation to provide first aid facilities and staff trained to an appropriate level of competency in first aid. All students have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid or become unwell at school.

Aims

- To administer first aid and care for students when in need in a competent and timely manner.
- To communicate student's health problems to parents/guardians when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To ensure staff members are trained with appropriate first aid certificates.

Definitions

First Aid is the initial administration of treatment in the case of accidents or illness which may precede the involvement of a doctor or full medical care being obtained. Generally, First Aid should be administered by the most highly skilled available staff member.

Policy Statement

Teachers and staff members, as part of their general duty of care, are obligated to assist injured and sick students, when necessary, within the limits of their skill, expertise, and training. If a student is sick or injured, the teacher must do everything possible to assist that young person. The teacher is not required to diagnose; that is the responsibility of the ambulance officer or medical practitioner.

Bayview College has a designated Health Officer, (The Health Officer is in charge of the kit/s and their maintenance) as well as most teaching and educational support staff having First Aid qualifications (6 is the minimum for a school of this size – we far exceed this minimum). Under the provisions of the *Occupational Health and Safety Act 2004 (Vic)*, and the *Code of Practice – First Aid in the Workplace 2019*, all places of work are required to have and maintain First Aid kits that are readily accessible.

The school has a First Aid Centre staffed during the school day. The First Aid centre is located to enable easy access to injured persons, toilets, and ambulance. It is well lit and ventilated

with fully stocked first aid kits. First Aid Kits and supplies are also stored in specialist teaching areas deemed to be areas of greater risk of injury.

Year level Co-ordinators assume responsibility for the risk management process for students with known serious conditions. This includes the completion of a risk management assessment in consultation with the students' parents/guardian and/or medical practitioner, and the dissemination of this information to key personnel. The Executive Assistant, in consultation with the Health Officer, maintains records of staff first aid qualifications and implements appropriate training as required. The Principal is responsible to ensure all staff members are to have annual CPR training, Asthma, and anaphylaxis training to comply with legislation.

It is vitally important that detailed and accurate records are kept in relation to all aspects of First Aid provision at Bayview. An official register detailing all first aid treatment given must be maintained, including for the administration of medication to students. This will be recorded on the school database SIMON. The register records all occasions when treatment and/or medication is administered to a student.

Off Site First Aid and Care

Comprehensive first aid kits along with a mobile/satellite phone are available to accompany groups on excursions and camps, with smaller more basic first aid kits for each staff member attending. Families will give authorisation and updated medical details for students to attend excursions/incursion/other events via PAM. This electronic authorisation enables Bayview staff permission to contact doctors or ambulance should any instances arise where a student requires treatment.

In an Emergency

All teachers have the authority to call an ambulance immediately in an emergency. If a serious injury/dangerous occurrence/and/or ambulance has been called refer to the following emergency procedure:

- The staff member initiating first aid will either call for or request another staff member to call for an ambulance on 000 or 112 and then advise reception, with basic information about the illness or condition.
- Reception to contact the Principal and Deputy Principal of the situation immediately. If they are not available, they are to contact the teacher designated in charge.
- A senior staff member will then contact the family having informed themselves of the situation.

Staff Injuries and incidents

Staff log incidents on SIMON and report incidents to OH&S Manager (Business Manager) for Worksafe purposes and the Principal. If a claim needs to be reported to WorkCover, in which case staff fill out a Victorian WorkCover Worker's claim form. A Work Cover Certificate of Capacity is also required and must be completed by a treating Doctor. Please be aware staff have 30 days to complete this form.

- Worksafe may need to be notified about the incident immediately on 13 23 60 Worksafe will provide a Reference Number. This reference number is required when completing the on-line Worksafe Incident Notification Form.

- Worksafe website is as follows: <http://www.worksafe.vic.gov.au/safety-and-prevention/health-and-safety-topics/incident-notification>

Procedures for implementation:

The College will ensure that it has knowledge of:

- all students with a support or management plan
- the first aid response noted in the plans

We must ensure that student's emergency contact details are up to date and that all medications supplied by the student are within their use-by date.

The College will work with staff to conduct regular reviews of management strategies and risk assessments. Additionally, the College will develop strategies to raise awareness in the school community about health and safety issues.

All equipment in First Aid kits are maintained and cleaned regularly by the Health Officer. Equipment used must be cleaned thoroughly immediately after use, before being returned to Kit.

Due to the possible transmission of Blood Born Viruses (BBV) the following precautions should be observed by the staff rendering first aid:

- The school will provide adequate first aid equipment including protective barriers such as disposable gloves, antiseptics.
- All blood or body fluid spills will be attended to by a staff member immediately.
- All students who are bleeding must be treated in the first aid room, unless inappropriate to do so.
- The 'blood rule' in sports and recess/lunch times will be adhered to.
- All blood or body fluid spills are to be completely cleaned according to the following standard infection control procedures:
 - All wounds will be flushed in warm water, washed in soapy warm water, dried and dressed and covered using a waterproof dressing. Treating staff will wear gloves, wash hands afterwards and dispose of gloves and any other materials in sealed plastic bags placed in biohazard dispensers.
 - Paper Towel will be used to mop blood spills and will be disposed in a sealed plastic bag placed in biohazard dispensers. Students will not be allowed to remain in, or return to normal school activities with exposed blood or body fluids.
 - The school will provide students with alternative clothing should their garments be infected with blood or body fluids. All parents/guardians will be made aware if their child has been treated in the first aid room, or if their child has contacted another bleeding child.
- Staff members may exercise a watching brief regarding a student with minor injuries or illness. If a child is obviously sick, staff will contact parent/guardian or emergency contact.
- General Hygiene standards need to be maintained throughout the school. These include teacher responsibility to ensure:
 - Mouthpieces from musical instruments are washed and cleaned thoroughly after each use.

- Crockery and eating utensils are cleaned and dried and not left soaking.
- Use of paper towelling or hand dryers is the preferred option.
- Snorkels are washed and cleaned thoroughly after each use.
- Increased Hygiene measures are implemented at the College during a designated epidemic or pandemic. Bayview College follows all instructions and advice given by the Department of Health and the Department of Education. These include, but are not limited to:
 - Placement of sanitation stations throughout the College with Hand Sanitiser and surface wipes
 - Increased cleaning throughout the school day of high touchpoints, surfaces and bathroom areas
 - Provision of gloves and masks as needed
 - Social distancing measures as recommended
 - Relocation of staff and/or classes to facilitate social distancing
 - Changes to daily operation to reduce congestion in corridors and large gatherings
 - Temperature checking if required
 - Use of a designated isolation area for unwell students awaiting parental pick-up

Associated Documentation

Medication Dispensing Policy
 Anaphylaxis Management Policy
 Occupational Health and Safety Policy
 Pastoral Care Policy
 Child Safety Policy
 Safe and Inclusive Learning Community Policy

Legislative Framework

Education and Training Reform Act 2006 (Vic)
 Occupational Health and Safety Act 2004
 Code of Practice – First Aid in the Workplace 2019