



HIGHVIEW COLLEGE
MEDICAL FIRST AID POLICY
Person Responsible – Director of Pastoral Care
(Reviewed Annually)

Rationale

Highview College is committed to the provision of an effective First Aid service for its staff and students when involved in College activities, whether on or off College premises.

Aim

The aim is to be able to respond appropriately and quickly in emergencies, including accidents and illness.

Implementation

The following procedures are implemented:

- a) There will be at least one staff member on the premises during school hours who holds current, recognised First Aid and CPR certificates and is immediately available in an emergency situation
- b) A safely located, appropriately equipped First Aid kit will be readily available to all staff
- c) A staff member, designated as First Aid Officer, co-ordinates all First Aid issues, including management of the 'Sick Bay', and supervision/up-dating of all First Aid kits and equipment used by College staff. First Aid Kits must be checked on a monthly basis for missing or 'out of date' items
- d) During excursions, camps and out of school events first aid procedures will be carried out as stated in the Risk Assessment
- e) A register of First Aid trained staff will be maintained by the Director of Pastoral Care.
- f) First Aid Officers observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities

Note Where possible, first aid should only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

Reporting Injuries and Accidents

Highview College staff are to report incidents (hazards, near misses and injuries) in the College's Accident Register.

- All accidents on the College grounds involving students, parents or visitors must be recorded in the Accident Record Report book kept in the Office. If a teacher or staff member witnesses an accident, or is involved in one, they are to record the details in the Accident Record Report book as soon as possible after the accident

- Whenever students suffer any form of injury on a College excursion or camp, the First Aid Officer in charge will make a decision in regards to treatment and/or use of medical assistance or ambulance. The First Aid Officer in charge needs to record the details of the injury, with the information provided by those witnessing the injury or accident, in the Accident Record Report book as soon after the incident as is practicable
- Any medications administered must be recorded by the First Aid Officer on the Medication Administration Log

Sick Bay

The College's Sick Bay is located in Reception next to the Receptionists' counter.

- If a student notifies a teacher of an illness or injury, he/she should be sent to Reception accompanied by another student with a note explaining the illness or injury
- The First Aid Officer/Reception Staff decides on the most appropriate treatment and completes the appropriate documents

The following items are available in the College's Sick Bay:

First Aid kit	A bed
Electric power points	Blankets and pillows
A sharps disposal system	Upright chair
Work bench	List of emergency telephone numbers
Storage Cupboards	Wheel chair
Sink and wash basin	

Injured Student

In the event of an injury on the school grounds, the Reception should be notified immediately.

- Staff members should follow the first aid advice given and stay with the student until help arrives from the office. In some cases of minor injury, a student may be sent to the office, if in the company of another student
- Staff on yard duty should ensure that they have a first aid kit and walkie talkie, checked in/out from the office, before they go out on duty and that they wear a reflective vest. In the event of accident/injury they should contact Reception immediately and follow the First Aid Officer/Reception Staff instructions
- Teachers supervising off campus classes or events must ensure that they have medical information for students, a first aid kit and a mobile phone. Reception should be contacted and procedures followed as set out in the risk assessment
- First Aid will be provided by a staff member who holds a current First Aid certificate, when possible
- A First Aid trained person in Reception will be called to see the student and after the assessment the student can be taken to the College's Sick Bay. The First Aid trained person will re-examine and interview the student, provide any immediate treatment and then either telephone the student's parents to collect the student, place the student in the Sick Bay, or send the student back to class

- If a student is seriously injured, or in cases where a student needs to see a doctor urgently, an ambulance will be called to take the student to hospital, and the parent(s) contacted immediately

First Aid Kits

Appropriate First Aid kits are located throughout the College.

- The Main First Aid Kit is located with student medical information on the book shelf next to the reception desk
- First Aid kits are located close to clean running water
- Regular workplace inspections of First Aid kits occur each month. Staff responsible for specialised first aid kits (technology, etc.) need to present these to the First Aid Officer for inspection
- First Aid kits are restocked regularly and the appropriate dates recorded

Responsibilities of Parents

Parents are to complete a Medication Authority Form to authorise College personnel to administer medication.

- Analgesics will only be administered under prescription
- Parents are to ensure medication is clearly labelled with the correct dosage
- Parents provide the authority via the College Medication Form to allow asthma inhalers to be held by students
- Parents are to complete the necessary documentation before their child/children attend camps
- Parents are to inform the College of their current emergency contact telephone numbers

Policy updated by Aileen Thomas – 2013
Policy updated by Vicki Fraser – 2016
Policy updated by Marion Martin – 2018
Due for Review – March 2019