



# Edinburgh College

# First Aid Policy

## Document History

This policy is to be ratified by the School Council on April 2022  
The life cycle of this policy is three years.

## Rationale

Providing effective First Aid in a timely and effective manner is one of the ways Edinburgh College provides for student welfare. The physical safety of students and staff is of primary importance and must be ensured before educational, emotional and spiritual outcomes can be reached. Anaphylaxis procedures and responses are detailed in the Anaphylaxis Management Policy.

## Implementation

1. First Aid is provided to any student or staff member who is suffering from a physical ailment.
2. First Aid may be provided by any staff member (designated as the First Aid Officer) who has undertaken First Aid training, but is primarily provided by First Aid trained office staff through Student Reception. This station will be manned at all times during normal operating hours.
3. A second First Aid station is in the sports centre, but that one is not manned.
4. Whoever provides the First Aid will be designated as the First Aid Officer for that incident.
5. Students who are sent to Student Reception for First Aid will be examined and treated by the First Aid officer. After the initial treatment the student will:
  - a. Stay in sick bay until they have recovered or been collected by parents,
  - b. Wait outside of sick bay until they have recovered or been collected by parents,
  - c. Return to class,
  - d. Await the arrival of an ambulance
6. In all circumstances First Aid is to be provided with care and empathy, seeking to reassure the student and return them to 'normal' as quickly as possible.
7. Details for management of Anaphylaxis incidents are detailed in the Anaphylaxis Management Policy.
8. Anaphylaxis treatment supplies are stored in the First Aid cupboard in the Main Office Sick Bay (both primary & secondary sick bays), First Aid cupboard in OSCH and the sports centre.
9. Emergency management procedures are dealt with in the Emergency and Critical Incident Policy.

## Ailments and Treatments

1. Below are the most common ailments and their treatments. Refer to Office Administration Procedures for specific information on providing First Aid.
  - a. **Anaphylaxis** - Anaphylaxis procedures and responses are detailed in the Anaphylaxis Management Policy, while individual AMPs are kept at various staff offices around the campus as required.

- b. **Ice Packs** – For knocks and sprains ice packs should be applied. A supply of these should be maintained in the Sick Bay fridge at all times.
- c. **Pain Relief** – For pain relief paracetamol/ibuprofen is administered only if parent approval has been provided. This information can be found in the student file.
- d. Contact must be made with the parents of primary students before pain relief is administered. For all students the time & dosage pain relief was administered must be recorded.
- e. **Period Pain** – Student may be provided with water, pain relief or heat packs as necessary.
- f. **Cuts & Scratches** – The affected area should be disinfected before a medicinal covering is applied.
- g. **Asthma** – If a student is demonstrating signs of asthma check for an Asthma Action Plan. If they have one, it should be followed.
- h. Students should have their own Ventolin® but spares are kept in Sick Bay supplies if needed.
- i. **Blood Nose** – Students with blood noses should stay in the ‘head down’ position until the bleeding stops. Ice packs may be used if necessary.
- j. If the result of an injury, the student should be examined for other injuries.
- k. **Stomach Ache** – student is seated with a drink of water and a sick bag and monitored for 10-15 minutes.
- l. **Eye Injuries** – An eye cup and saline solution may be used for minor eye injuries.

### **Sick Bays**

1. Sick bays are available for student use.
2. Sick bay shall contain at least seating and a bed, and supplies for treatment of a range of ailments shall be contained on one of the sickbays.

### **Reporting and Recording**

1. All visits to the Sick Bay must be recorded either the register or for serious injuries on the student’s file in SEQTA.
2. Parental contact need not be made in minor cases but for all serious cases parents should be contacted.
3. Parents are contacted to inform them of the incident only, or to inform them and request the student be collected from school.
4. The determination of whether a case is minor or serious is made by the First Aid Officer in consultation with others.
5. A Risk Management Service Incident Report must be completed for all incidents involving medium or serious injury. These are kept in the office and must be completed by the witness of the incident or the first aider.

### **Hygiene & Safety**

1. In all cases the safety of the student and the First Aid Officer is to be maintained. This

will be achieved in the following ways:

- a. Gloves will be worn whenever exposed blood is present,
- b. Contaminated (blood, vomit, etc.) equipment will be disposed of safely,
- c. Sick Bay facilities and equipment will be kept in a sterile condition at all times, and replaced or changed after use,

### **Ambulance**

1. If an injury/condition is deemed serious enough an ambulance should be called without delay. This is to be done or organised by a teacher or administration staff.
2. If warranted, this can be done without parental consent.
3. If an ambulance is called first aid should still be administered while waiting for the ambulance.

### **Camps & Excursions**

1. First aid kits should be taken on all camps and excursions.
2. Where conditions allow first aid should be administered in the same way off-campus as it is on-campus.
3. On each camp or excursion one staff member is designated as the First Aid Officer. That person is responsible for the first aid kit and administering first aid while away.
4. Items from the first aid kits used during the camp or excursion should be reported to the office upon return.

### **First Aid Kits**

1. The College is to keep a supply of first aid kits for campus and off-campus use:
  - a. Hard case kits are larger, contain more equipment and are for off-campus use,
  - b. Soft case (bumbag) kits are for campus use but may be taken off-campus
2. It is the responsibility of the Student Receptionist to ensure that the first aid kits are maintained and replenished as required.

### **First Aid Supplies**

1. First Aid supplies are to be monitored by the Student Receptionist with the following aims:
  - a. To ensure that quantities are adequate to meet demand, and supplies are replaced as needed,
  - b. To ensure that expiry dates are noted and supplies replaced as required,
2. If new equipment or new supplies are required/desired the Business Manager may need to authorise the purchase.

### **Training**

1. All staff are required to undertake First Aid Training and keep their First Aid qualifications current. This involves First Aid training every three years and CPR, Asthma and Anaphylaxis training annually.
2. Staff engaged in the Year 9 program will undertake Remote First Aid training.
3. Office staff are required to undertake extra training in the administering of

medications.

**Related Documents:**

- Annual Risk Management Checklist
- Anaphylaxis Management Plan
- Communication Plan
- Ministerial Order 706
- WH&S Action Management Plan