

**Julia Gillard Community College**  
**Policy and Procedure**

---

Policy name	<b>School Accident &amp; First Aid Policy and Procedure</b>
Responsible person	Assistant Principal, Principal, Senior First Aid Officer
Staff involved	First Aid trained staff, all school staff
Review dates	Approved: 13 Sept 2024 Review due: semester 1, 2025

### **Introduction**

Julia Gillard Community College (the **School**) is a registered school operated by Wyndham Community and Education Centre Inc. (**Wyndham CEC**). The School delivers the Victorian Pathway Certificate (VPC) and VCE Vocational Major Certificate (VM) for students aged 15-19 years, in a safe and inclusive environment. The school is committed to supporting students to reach their individual personal, social, and educational potential.

### **Policy Context**

The School is committed to ensuring that every care is taken to prevent accidents and injuries. However, in the event of a student having an accident or becoming ill, every attempt will be made to ensure the sound management of that person to prevent an exacerbation of the situation, and, to secure necessary medical treatment.

### **Policy**

This policy outlines procedures and roles and responsibilities of staff at the School to ensure identified medical and health risks are managed appropriately by School staff in collaboration with parents/carers and qualified health practitioners.

The Assistant Principal is responsible for the management of health care of students with health needs, including those requiring any specialised health procedures.

The School's Senior First Aid Officer is responsible for ensuring it has at least 2 trained first aid staff onsite at the School at all times.

The Senior First Aid Officer is responsible for ensuring First aid supplies are provided and maintained, including portable first aid kits, asthma kits and a general use auto

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 13/9/24 and supersedes all previous versions

## Julia Gillard Community College Policy and Procedure

---

injector (Epipen) which is available to be used for excursions and events. The School also has a defibrillator on site.

The Senior First Aid Officer will maintain a Register of First Aid Officers, their qualifications and renewal dates and ensure they are displayed clearly on First Aid Kits, Noticeboards and by telephones.

The ratio of First Aid kits is:

- One kit for every 10-50 staff and students.
- One additional kit for over 50 staff and students and up to 150 staff and students.

### **Procedure: What to do in the event of an accident or medical emergency**

If a student has an injury or accident or becomes unwell while at the School, an appropriately qualified First Aid staff member will administer assistance and provide comfort and support as required.

A sick bay which is a private space with appropriate facilities is located next to the Library and close to the Administration area. The sick bay is clearly identified and is a designated First Aid area reserved for sick or injured students. Any student in the sick bay will be supervised by a first aid trained member of the administration team or other first aid trained member of staff as required.

In the Event of an Accident, Injury or Medical Emergency, follow the Basic Life Support Chart (**DRSABCD** Action Plan)

**D** = Check for DANGER

**R** = Check for RESPONSE

**S** = Send for HELP Dial 000

**A** = Open Airway

**B** = Check for BREATHING

**C** = Give COMPRESSIONS

**D** = DEFIBRILATE, if defibrillator available

### **Follow these steps:**

1. Assess the situation, danger and injury.
2. Administer First Aid & call an ambulance on **000** if required.
3. Reassure the casualty. Do not leave the injured/ ill person alone or unsupervised until emergency services or emergency contact arrives.
4. Inform the next of kin or emergency contact recorded for the person.
5. Complete the Accident, Injury and Illness Report Form as soon as possible after dealing with the incident/ emergency. The form must be emailed to the Senior

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 13/9/24 and supersedes all previous versions

## **Julia Gillard Community College Policy and Procedure**

---

- First Aid Officer immediately and original provided for filing and details entered into the Accident and Incidents Register Form.
6. Ensure the parent/carer or emergency contact of a student signs the Accident, Injury & Illness Report Form to indicate that they have been fully informed.
  7. Evaluate the accident and any future steps that should be taken to prevent an occurrence and raise it with the OHS Committee if required. Hazards or rectifications need to be recorded so that proper evaluation can occur and an accident prevention can take place.
  8. Forward the Accident, Injury & Illness Report Form to the Senior First Aid Officer who will take it to the OHS committee if any follow up is required. The Senior First Aid Officer will inform senior management as required.
  9. In the event of a serious accident that causes hospitalisation or death, the Principal must notify authorities immediately.

### **Location of Accident, Injury or Illness Report Forms**

Forms are available on SharePoint and Sentral with the *School Accident and First Aid Policy & Procedure*.

### **Procedure for maintaining First Aid Kits**

Access to first aid supplies in the event of an incident or accident is part of ensuring the health and safety of students of the School.

First Aid Kits are located in a prominent and an accessible position to staff and checked monthly by the Senior First Aid Officer and replenished as required. These monthly checks are reported on SharePoint (content management system).

The Senior First Aid Officer will ensure that:

- All First Aid kits have (on the inside of the door) a list of items/contents to be kept in the kit at all times.
- All First Aid kits have (on the inside of the door) a list of Emergency Numbers, the number for the local hospital and the number for the nearest doctor and/or medical clinic/s.
- All First Aid kits have a list of current First Aiders and the expiry dates of their First Aid qualifications on the wall next to the kit.
- Contains a current first Aid Manual.
- A portable first aid kit is available for all excursions including an asthma first aid kit containing asthma medication.
- Users must ensure any items used, running low or missing are reported to the Senior First Aid Officer for replacement.
- Asthma spacers provided are disposable and must only be used once or by that student.

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 13/9/24 and supersedes all previous versions

## Julia Gillard Community College Policy and Procedure

---

- Equipment and first aid consumables used to treat health conditions are monitored and maintained.

### Students with Medical Conditions

Where a student has a current medical condition that may require prescribed medication, or special monitoring or treatment, Parents/Carers will be requested to provide the school with any information regarding the medical condition(s) and relevant history of prior health conditions. Existing health condition must be disclosed prior to student enrolment and a Medical Action and Management Plan submitted to the school prior to the student commencing.

The School can arrange staff to administer medication to students who are unable to self-administer, if authority is provided by the parent/legal guardian.

The School **will not** administer non-prescribed medicines such as paracetamol or analgesics to anyone.

For students with asthma, anaphylaxis or other allergies, the School follows the relevant School Anaphylaxis or Asthma policies and procedures.

For other illnesses or medical emergencies, the School follows this **School** Accident and First Aid Policy & Procedure.

The School can 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 from any land line in Victoria.

### Distributing Medication Procedure

Julia Gillard Community College acknowledges that there may be times when staff need to administer medication to a student in an emergency, or when requested by a parent/carer, when the student under 18, is unable to self-administer.

The School has several first aid trained staff.

In the event of medication needing to be administered to a student under 18, a first aid trained staff member can be arranged if written consent is provided by the parent/carer. A record of written consent on the School's Medication Authority Form must be kept in the student's file. The Form should be completed by the student's medical/health practitioner.

The School's duty of care is to administer the correct dose of medication according to written instructions received from the parent/carer. These instructions must contain

## **Julia Gillard Community College**

### **Policy and Procedure**

---

directions for storage and administration. The Medication Administration Log must be completed by the first aid trained staff member administering the medication.

The medication will be stored securely in the School Administration office that is accessible by the staff member responsible for administering it. The School will ensure the student's privacy is maintained in relation to the medication and the medical condition.

Medication must be in the original packaging and must be clearly labelled with the name of the student, time and dosage to be administered. The expiry date must be visible.

Teachers of students requiring medication will be informed by the Assistant Principal of the need for the student to be released from class at the relevant time.

In the unlikely event that School staff become responsible for ongoing administration of medication to a student, all instances of administration of any medication must be recorded on the Medication Authority Log. A copy of this Register must be provided to the Principal.

The Principal maintains a copy of contact details and medication information for students, including relevant action plans.

School staff are not responsible for interpreting or monitoring a medical condition or the effects of medication but will respond to any medical emergencies.

#### **Responsibilities of Assistant Principal**

The Assistant Principal has the following responsibilities:

- Ensuring that all medical information is completed at enrolment.
- Assessing risk to student's health and determining appropriate care and first aid response.
- Determining any individual management plans (anaphylaxis and asthma) from student's medical practitioner.
- Ensuring action plans are kept up to date and reviewed when health needs change.
- Notifying any class teacher or staff member who has a role in the plan or healthcare including privacy obligations.
- Ensuring any CRTs or replacement teachers are aware of critical health needs and privacy protocols.
- Ensuring on camps, excursions, or incursions, that individual management action plans or first aid action plans are available and accessible to relevant staff providing supervision.
- Ensuring that individual management action plans or first aid action plans are located with the student's emergency medication or equipment.
- Applying School Anaphylaxis Management Policy and Procedure to support students with Anaphylaxis.

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 13/9/24 and supersedes all previous versions

## **Julia Gillard Community College Policy and Procedure**

---

- Applying School Asthma Management Policy and Procedure to support students with Asthma.
- Ensuring details of student's medical and specialised health needs are recorded on Sentral and kept securely in student's file.
- Collaborating/ seeking advice from the Senior First Aid Officer as required.
- Maintaining their own First Aid qualifications up to date.
- Receiving medication, ensuring it is correctly labelled, monitoring medication and informing parents/carers when it expires or runs out.
- Ensuring medication is administered appropriately by a first aid trained staff member.
- Ensuring the administration of any medication is documented in the Medication Administration Log by the staff member who administered it.

### **Records of First Aid Management**

Any first aid treatment or medication administered by a First Aid Officer must be recorded in the Accident, Injury, and Illness Report Form/ Register and/or the Medication Administration Log as applicable.

It must include:

- Date and time
- A description of incident or symptoms
- Signs observed by First Aid Officer
- Any treatment given
- Whether the student returned to class, went home or was transferred to a doctor or Hospital.

### **Communication**

This Policy is available on the School website, Sentral and hard copies can be obtained from the School Reception. This Policy will be reviewed annually.

---

### **Related Documents**

**Legislation:** Education and Training Reform Act 2006 (Vic), Education and Training Reform Regulations 2017, Occupational Health and Safety Act 2004 (Vic), Health Records Act 2001 (Vic), Privacy and Data Protection Act 2014 (Vic), Child Wellbeing and Safety Act 2005 (Vic).

**Policies:** School Anaphylaxis Management Policy & Procedure, School Asthma Management Policy & Procedure, School Records Management Policy and Retention and Destruction Schedule.

**Other internal:** Accident, Injury and Illness Report Form, Medication Administration Log, Medication Authority Form, Individual Anaphylaxis Management Plan, Annual

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 13/9/24 and supersedes all previous versions

## **Julia Gillard Community College**

### **Policy and Procedure**

---

Anaphylaxis Risk Management Checklist, Anaphylaxis Communication Matrix, Incident & Emergency Management Form, Annual Asthma Risk Management Checklist, Asthma Communication Matrix, Individual Asthma Management Plan,

#### **Other - External**

Ministerial Order No. 706: Anaphylaxis Management in Victorian Schools Ministerial Order No. 1359: Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises Victorian Registration and Qualifications Authority (VRQA) to the Minimum Standards and Requirements for School Registration.