

## Context

Loreto College is a Catholic girls in the Loreto tradition, established in 1875. Loreto College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Loreto College is committed to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person.

## Background

Loreto Ministries Australia, as Loreto College's governing authority, oversees the policy framework for all Loreto schools. These policies have been contextualised for Loreto College's particular school environment so that our policies reflect the needs of our students.

**Student** includes any person enrolled in the College.

## The Hazard – First Aid

First aid is the immediate treatment or care given to a person suffering from an injury or illness and, in extreme cases, a quick first aid response could mean the difference between life and death.

In many cases first aid can reduce the severity of the injury or illness, as quick and competent first aid calms the injured person and reduces unnecessary stress and anxiety. By law every workplace is required to provide appropriate first aid facilities.

## Loreto College's Policy

Loreto College has developed our first aid plan based upon the size, location and nature of our workplace, the number and composition of workers and students we have, the nature of the hazards we have identified through our WHS Program, and our assessment of our likely first aid requirements, which may include the treatment of cuts, bruises, loss of consciousness, sprains, strains, fractures, shock, burns, and cardiac arrest.

First aid kits, and defibrillator's are located throughout the school.

## DRSABCD Action Plan

In an emergency every second counts. The DRSABCD Action Plan is a seven step guide that will help save lives:

### **D check for DANGER:**

- To you;
- To others; and
- To the casualty.

### **R check for RESPONSE:**

- Ask name or squeeze shoulders; and
- If there is a response, make the casualty comfortable, check them for injuries and monitor their response; or

### **S SEND for help:**

- Call Triple Zero (000) for an ambulance or ask another person to make the call.

### **A check AIRWAY:**

- Open mouth - if foreign material is present place the casualty in recovery position and clear airway with fingers; and
- Open airway by tilting head with chin lift.

### **B check for BREATHING:**

- Look, listen and feel; and
- Normal breathing - place in recovery position, monitor breathing, managing injuries and treat for shock; or
- Not normal breathing - start CPR.

### **C give CPR:**

- If no signs of life (unconscious not breathing, not moving) - start CPR;
- CPR involves giving 30 compressions at a rate of approximately 100 compressions per minute followed by 2 breaths;
- Continue CPR until help arrives or casualty recovers.

### **D apply a DEFIBRILLATOR (if available):**

- Follow voice prompts.

## Staff Responsibility

All staff are responsible to ensure that:

- They take reasonable care for their own health and safety;
- Comply with any reasonable instruction given to them relating to health and safety in the workplace; and
- Co-operate with and follow first aid procedures and report any injuries or illnesses.

## Implementation

This policy is implemented through a combination of:

- Staff training and supervision;
- Maintenance of medical records;
- Appropriate signage;
- Effective incident notification procedures;
- Initiation of corrective actions where necessary; and
- Effective communication procedures with the student's parents/carers.

## First Aid and Infection Control Procedure

This procedure provides guidance and direction in the provision of first aid to students and staff. Please read this procedure in conjunction with the Loreto College Ballarat First Aid and Infection Control Policy. The components of this procedure include:

### First Aid

- Care for Students
- Care for Staff
- Students with Specific Medical Conditions (Asthma, Epilepsy, Diabetes, Cancer etc.)
- First Aid advice and Care Resources
- Annual First Aid Risk Assessment
- First Aid Kits
- Restocking First Aid Kits
- First Aid Facilities
- First Aid Training
- Additional First Aid Training for Specific Medical Conditions
- First Aid – Yard Duty Arrangements
- First Aid – Offsite Activities
- Administration of Medication
- Treatment Records and Incident Reporting
- Automated External Defibrillators (AEDs)

### Infection Control

- Prevention of Infectious Diseases
- Infectious Diseases Transmission Control

## First Aid

### Care for Students

- If a student becomes unwell or is injured during the school day, they must attend the first aid facility for care
- First Aid staff must provide care, record the visitation/treatment/incident details in the First Aid register
- Depending on the nature of their symptoms, first aid staff may contact the parents/carers to:
  - make arrangements for the student to return home to rest and recover
  - for the student to receive more advanced medical assessment and care
- In a medical emergency, staff will take emergency action and call “000” for assistance

### Care for Staff

- If a staff member becomes unwell or is injured during the working day, they can attend the first aid facility for care
- The First Aid Officer should provide care and assist the person to complete an incident report
- Depending on the nature of the symptoms, first aid staff may recommend that the staff member to:
  - make arrangements with their team leader to return home or seek medical assessment
  - In a medical emergency, staff will take emergency action and contact Triple Zero “000” for emergency services to attend

### Students with Specific Medical Conditions (Asthma, Epilepsy, Diabetes, Cancer etc.)

A Student Health Support Plan (see Attachment 4) must be prepared in consultation with parents/carers for each student with specific medical conditions. The plan should detail risk minimisation and prevention strategies and an emergency response plan

A colour copy of all Student Health Plans must be kept in the first aid room and readily available to all staff supervising the student with a specific medical condition

### Additional First Aid Treatment and Care Resources

First Aid Staff may also utilise **NURSE-ON-CALL (on 1300 60 60 24)** to seek further advice or in an emergency

NURSE-ON-CALL provides health advice from a registered nurse and is available 24 hours a day, 7 days a week. This is a free service funded by the Department of Health and Human Services for all Victorians

## Annual First Aid Risk Assessment

The Principal or Catholic Education Ballarat (CEB) Office Manager, in consultation with the First Aid staff, must complete an *Annual First Aid Risk Assessment* form in Term one (1) each year (refer to Appendix 2)

This assessment will identify the appropriate number of first aid trained staff and facilities required for the proceeding 12mths, to meet the first aid needs of the school or office

The Annual Risk Assessment form is to be uploaded into the school Risk Register database

## First Aid Kits

The Principal or CEB Office Manager, in consultation with the First Aid staff are responsible for maintaining the *First Aid Kit Register* detailing the location of all first aid kits

Loreto College Ballarat must have a minimum of one (1) Major First Aid Kit. The number of additional first aid kits, including mobile first kits for offsite activities, will be determined by an Annual First Aid Risk assessment. For details of the kit contents, please refer to **Attachment 2** of the **First Aid and Infection Control Procedure**

Please refer to **Attachment 1 - First Aid Kit Guidelines** for a list of the Kit types and contents

## Restocking Kits

Kits must be checked at the end of each Term and restocked as appropriate

## First Aid Facilities

- Loreto College Ballarat must have a staffed First Aid room in the school during operating hours. Suitable first aid facilities must also be provided to all staff and students participating in camps, tours, excursions and after hours sports activities
- Loreto College Ballarat has suitably space and trained first aid staff available to administer basic first aid during normal business hours
- The location of the first aid facility must be displayed on the site evacuation diagrams and the Health and Safety noticeboards
- The first aid facility must:
  - Be easily accessible
  - be clearly identified – a green cross on a white background with the words First Aid
  - be well illuminated and ventilated; and
  - have easy access to toilets

- have emergency telephone numbers prominently displayed:
- Emergency Services (i.e. 000)
- Nearest public hospital
- Nearest medical clinic
- Poisons Information hotline; and
- NURSE-ON-CALL contact details

ensure a list of first aid officers names and contact numbers is clearly displayed

## First Aid Training

The School Principal must ensure that all designated teaching and first aid staff receive training to the minimum competency (qualification) level of HLTAID003

Loreto College Ballarat must ensure that all designated first aid staff in receive training to the minimum competency (qualification) level of HLTAID003

The School Principal must ensure that all staff at Early Childhood Learning Centres must have a minimum competency (qualification) level of HLTAID004

Training records that capture the following details must be maintained at each workplace:

- Date of training
- Course name (level of competency)
- Course facilitator (business name and contact details); and
- Date of certification expiry; and the school or office location

## Additional First Aid Training for Specific Medical Conditions

Principals may require staff to undertake additional training to manage students with chronic health issues such as asthma, diabetes, epilepsy or cancer etc.

## First Aid – Yard Duty Arrangements

Teachers on yard duty may treat minor injuries using the first aid kit and PPE provided. Teachers on yard duty will need to assess if further treatment is required and whether to move the patient or call for assistance

- In the event of a student requiring additional first aid and it is safe for them to move, the student may be sent to the first aid room for further assessment. Another student or staff member must accompany the patient to the first aid room

- If a student requires additional first aid treatment but is unable to be moved (e.g. serious head injury or acute respiratory or cardiac episode) then the yard duty teacher is to stay with the student and call “000” to request an ambulance. Then the yard duty teacher will send someone to the administration office to request assistance and to collect appropriate medical supplies (e.g. defibrillator, EpiPens or Ventolin etc. ) to treat the patient
- Teachers must always follow infection prevention and control strategies

## First Aid - Offsite Activities

Parents/carers must provide a signed medical form providing medical details and giving teachers permission to make relevant decisions as required in the event their child requires treatment during an approved, offsite activity (e.g. a camp or excursion)

## Administration of Medication

**Non-Prescribed:** School and CEB office staff are not permitted to store or administer any non-prescribed medications including analgesics (paracetamol and aspirin). This is because analgesics and other non-prescribed medications can mask signs and symptoms of a serious illness or injury

**First Dose Medication:** Students are not permitted to take their first does of a new medication at school

**Sharing of Medication:** Students are not permitted to share their medication with anyone else, unless it is a life-threatening emergency. For example, a student having an acute asthma attack on camp and requires additional Ventolin, until Emergency Services can arrive

**Prescribed Medications:** If a student is required to take prescription medication then parents/carers should be encouraged to arrange for the medication to be taken outside of school hours. However, if this is not possible (for example during a school camp) then the school will support the student to take the medication safely

**First Aid Administration:** When a First Aid staff member is authorised to administer prescribed medications to a student or to supervise a student taking prescription medication, the following information must be provided by the parents/carers:

- consent
- the name of the medication
- medical practitioner’s instructions (including dosage)
- time medication to be taken; and
- method for taking medication (e.g. oral, inhalation, injection, etc)

All prescription medication must be:

- secured to minimise the risk to others



- in a place only accessible by staff
- away from classrooms (unless quick access is required)
- away from first aid kits (except when be carried for offsite activities); and
- according to packet instructions in relation to temperature

All medication must be administered in accordance with the Principles of Administering Medication to ensure the correct student receives:

- their correct medication
- in the proper dose
- via the correct method
- at the correct time of day; and
- details are recorded (Attachment 3)

Where possible two (2) staff members (preferably with First Aid training) must supervise the administration of medication

Details of all medications administered must be record in student medical records using existing school databases.

During offsite activities such as school camps, tours or excursions it may be necessary to administer medication to a student. In these circumstances the **Medication Administration Log** (see **Attachment 3**) can be used to manually record details until it can be added to the student medical records

## Treatment Records and Incident Reporting

- First aid officers must record all first aid treatment provided to students and staff for injuries/illnesses. Details must be recorded in student medical records using existing school databases
- An incident report needs to be completed if the first aid treatment record is not linked to the hazard identification and incident reporting system
- If care provided is for a 'Serious' medical condition, then the school Principal must be notified

## Automated External Defibrillators (AEDs)

- Loreto College Ballarat will determine whether they require AEDs as part of the Annual First Aid Risk Assessment
- AEDs must be placed in easily accessible with appropriate signage
- Scheduled replacement of the batteries and pads is to be undertaken in accordance with the marked expiry dates
- AEDs are used to provide emergency first aid to a person experiencing suspected sudden cardiac arrest (heart attack)

- Training is not required to use an AED. The AED will provide instructions on how to administer CPR and use the defibrillator. Once the unit is turned on it will provide instructions on how to position the patient and attach the pads. The AED will then monitor the patients vital signs and provides verbal and visual instructions on treatment options, until Emergency Services arrive
- The [HeartSine 500P model](#) is recommended for schools and office locations. For more information right click on the link above

## Management of Sharps

- Sharps must be disposed of in a sharp's container compliant with the Australian Standard AS 4031: Non-reusable containers for the collection of sharps
- Staff and students (where required and appropriate) will be provided with training relating to the correct disposal of needles and syringes; and
- All sharps injuries (staff or student) must be reported immediately to the Principal or CEB Office Manager and the injured person must be encouraged to seek medical assessment

## Disposal of Contaminated Waste

Contaminated waste (e.g. dressings, wipes, cleaning cloths, nappies, human tissue, and blood and laboratory waste) must be disposed of in:

- appropriate biohazard waste containers/bags
- in the general waste in suitably labelled bags (bags are to be double bagged); or
- Sanitary Waste Bins

## Infection Control

### Prevention of Infectious Diseases

The following table outlines the strategies and actions that school and office location leaders must implement to prevent the transmission of an infectious diseases

Strategy	Action
Support for immunisation and vaccination programs	<p>Loreto College Ballarat has a role in helping the Department of Health (DoH), staff and families to prevent and control infectious diseases. This can be achieved through:</p> <ul style="list-style-type: none"> <li>the support of immunisation and vaccination programs; and</li> <li>maintaining immunisation and vaccination records on each student and staff member for Pandemic contact tracing purposes.</li> </ul>
Standard precautions	<p>Staff and students should treat all blood and other body fluids or substances as being potentially infectious and practice standard precautions whenever dealing with them.</p> <p>Standard precautions include:</p> <ul style="list-style-type: none"> <li>hand and personal hygiene;</li> <li>the use of personal protective equipment (for example, gloves and face masks);</li> <li>safe handling and disposal of 'sharps'; and</li> <li>respiratory hygiene</li> <li>maintaining attendance and sign in/out records for contact tracing purposes.</li> </ul>
School education on hand hygiene	<p>Hand hygiene is considered one of the most important infection control measures for reducing the spread of infection.</p> <p>Loreto College Ballarat facilities will incorporate good hand hygiene practices and reminders into the curriculum and daily workplace activities.</p> <p>Hand hygiene will also be promoted through the display of available resources and DoH resources.</p>
Physical distancing	<p>Loreto College Ballarat leaders will promote physical distancing during an infectious disease outbreak or pandemic.</p>
Provision of soap and hand sanitizer	<p>Loreto College Ballarat will provide soap, hand sanitiser and other hand hygiene consumables to support good hand hygiene.</p>
Management of blood and other body fluid/substance exposures	<p>Loreto College Ballarat will provide appropriate single-use, personal protective equipment (for example, gloves and masks) for staff to use when dealing with</p>

	<p>blood or body fluids/substances or infectious diseases. Staff members must be familiar with and practice recommended standard precaution practices.</p> <p>Staff members and students will be encouraged to wear appropriate reusable face masks, as directed by the Department of Health, during any infectious disease outbreak or Pandemic.</p>
Occupational health and safety and staff vaccinations	Loreto College Ballarat Management will encourage all staff to be appropriately vaccinated against preventable infectious diseases, as per the Australian Immunisation Handbook recommendations for persons who work with children.

## Infectious Diseases Transmission Control

The following table outlines the strategies and actions that schools and office location leaders must take to control transmission of infection when a case(s) is identified.

Strategy	Action
Send unwell children home as soon as possible.	Ensure that unwell children do not attend your school. Isolate children who become unwell during the day and send the unwell child home as soon as possible.
Infectious disease notification internally and to the Department of Education and Training (DET), via an IRIS alert system.	<p>When a school is made aware of student illness that is a medically confirmed case(s) of pertussis, measles, mumps, rubella, meningococcal disease polio, or novel coronavirus, this should be reported via the school hazard identification and incident reporting system.</p> <p>A notification should also be sent via the school or office location leader (or nominee) to CECV so it can be recorded on the Department of Education and Training IRIS system. This will assist the DoH to monitor disease outbreak at a school level and to provide further guidance where required.</p>
Seeking expert advice	<p>If the school or office location have questions or concerns about a child with an infectious disease, they can contact:</p> <p>Department of Health <b>Communicable Disease Prevention and Control</b> telephone: 1300 651 160 (24 hours) or <a href="mailto:infectious.diseases@dhhs.vic.gov.au">infectious.diseases@dhhs.vic.gov.au</a> (regularly monitored).</p>

Exclusion of a child with an infectious disease: <b>primary school students</b>	As set out in the <a href="#">Public Health and Wellbeing Regulations 2019</a> Principals of primary school-aged students (ECLC – Year 6) must not allow a child to attend school if:
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# First Aid and Infection Control Policy and Procedure



<p>Children with certain infectious diseases, and children who have been in contact with certain infectious diseases, are required to be excluded from school for a specified period. The <a href="#">DHHS School exclusion table</a> identifies which infectious diseases require exclusion and for what period</p>	<ul style="list-style-type: none"> <li>- they have been informed that the child is infected with an infectious disease, confirmed by a medical practitioner, that requires exclusion</li> <li>- they have been informed that a child has been in contact with a person with an infectious disease as described in the School exclusion table</li> </ul> <p>During an outbreak, the Chief Health Officer directs a primary school to exclude a child based on material risk of a child contracting a vaccine-preventable disease (i.e. a child who is not immunised to be excluded until advised attendance can be resumed).</p>
<p>Exclusion of a child with an infectious disease: <b>secondary school students</b></p>	<p>Secondary school students (Years 7-12) are not bound by the legislative exclusion requirements which apply to primary schools, they are encouraged to follow the same guidance to ensure the safety of their students.</p> <p>In the event of a public health risk, such as an infectious disease outbreak, secondary schools may be required under the Public Health and Wellbeing Act 2008 to comply with the directions of the Chief Health Officer or an Authorised Officer.</p>
<p>General responses to influenza, gastroenteritis and other common infections in your school</p>	<p>Schools should consider the following important points when responding to students affected by common infections:</p> <ul style="list-style-type: none"> <li>• students with cold or flu-like symptoms or vomiting or diarrhea should be encouraged to seek medical attention, limit contact with others and stay at home until symptoms have passed</li> <li>• if a child becomes ill at school with these symptoms, the school should contact the family and arrange for the collection of the child; and</li> <li>• good general hygiene remains the best defence against infection and schools should encourage children to regularly wash their hands and cover their nose and mouth if sneezing and coughing</li> </ul>
<p>Influenza Pandemic Response</p>	<p>An outline of key school actions against different stages of an influenza pandemic can be found in the school Emergency Management Plan.</p> <p>Additional information can be found at the CECV website <a href="https://www.cecv.catholic.edu.au/OHS-WorkCover/Coronavirus">https://www.cecv.catholic.edu.au/OHS-WorkCover/Coronavirus</a> (Covid Safe Plan and School Operations Guide).</p> <p>Schools should also refer to DoH advice regarding pandemic influenza.</p>
<p>School community communication and additional advice</p>	<p>It is not generally necessary to communicate with the broader school community about an infectious disease unless there is an outbreak or the school has been directed to pursue specific action by the Department of Health.</p> <p>Schools can phone DoH on 1300 651 160 for advice on alerting parents, or displaying signage, in relation to case(s) of a notifiable infectious disease in the school.</p>



	<p>In more general cases, where communication has been deemed necessary, the school should give consideration as to what should be communicated to the school community. It should:</p> <ul style="list-style-type: none"><li>- maintain student confidentiality</li><li>- be fact based</li><li>- be written in a way not to cause alarm</li><li>- inform parents/caregivers that a school community member/s has been diagnosed with an infectious disease</li><li>- name the condition</li></ul> <p>suggest that they seek medical advice regarding their child's health if they have concerns.</p>
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## Supporting Documents

Loreto College Ballarat First Aid and Infection Control Policy