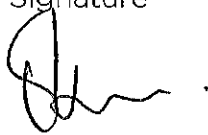





## Accident and First Aid Policy and Procedure

Policy number	P-56		
Version number	1.0		
Drafted by	Veronica Kioria		
Responsible person CEO	Veronica Kioria	Signature 	Date: 22/05/19
Approved by the Board:			
On behalf of the Board	David Ling President	Signature 	Date: 22/05/19
Scheduled review date	December 2021		

### Basic Beliefs/Purpose

Diamond Valley Learning Centre (DVLC) is committed to providing a safe learning environment for students and staff, and to establishing processes and protocols for dealing with illnesses, injuries/accidents and medical emergencies. This policy provides guidelines to the staff of Diamond Valley Learning Centre (DVLC) for the prevention of accidents and the management of situations where medical treatment is required.

### Scope

This policy applies to DVLC staff, students and volunteers.

### Policy Guidelines

DVLC is committed to preventing accidents and injuries. In the event of accident to or illness of any staff member, student or volunteer, DVLC will:

- provide first aid;
- manage emergency processes to prevent any exacerbation; and
- secure medical treatment for the person/s involved.

DVLC will accept no responsibility for visitors or their children who are not students or volunteers.

DVLC will take the following approach to managing accidents, injuries and illness:

- a sufficient number of staff members will receive training to a level 2 first aid certificate, with up to date CPR qualifications;
- first aid kits will maintained at each DVLC-managed delivery site, including the use of portable first aid kits for excursions and events;

- all injured or ill persons will be supervised until they recover, emergency service arrives, or their emergency contact person collects them from DVLC;
- all student accidents and illnesses requiring medical treatment or considered significant, will be recorded in the student's file;
- details of major accidents, injuries or illness such as broken bones, burns, bites, asthma attacks, and an anaphylactic episode will be recorded in the Incident register and an appropriate report compiled for review by management and the Board;
- in the event of a serious accident that causes hospitalisation or death, the CEO will notify the Department of Education and Training immediately;
- all students under the age of 18 years who cannot self-administer medications will be assisted by DVLC staff if the relevant authority has been provided by a parent / guardian / carer, and a record will be kept on the medication Administration Log;
- DVLC staff will not administer non-prescribed medicines such as paracetamol or analgesics to any person;
- DVLC staff will follow the relevant Anaphylaxis or Asthma policies and procedures for students with asthma, anaphylaxis or other allergies; and
- for all other accidents, injuries and illnesses, DVLC staff will follow this policy and procedure.

## Procedure Guidelines

### Accident, injury or medical emergency

If a staff member, student or volunteer has an accident, receives an injury or becomes seriously ill, DVLC staff are directed to 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 = DEFIBRILLATE if defibrillator is available

DVLC staff must follow these steps:

1. Assess the situation, danger and injury;
2. Reassure the adult or child and do not leave them alone or unsupervised until emergency service or emergency contact arrives;
3. Administer first aid, referring to individual medical management or emergency plans where relevant, and call 000 if required;
4. Inform next of kin, parent / guardian / carer (for a child), emergency contact and relevant staff;
5. Complete an Incident Report and ensure that the parent / guardian / carer of a student under the age of 18 years has been informed of the report;
6. Evaluate the accident / injury and consider any future steps for future prevention and ensure that the CEO receives a copy of the Incident Report and evaluation for further action.

### Blood Spills Management

1. Ensure that staff with basic first aid management skills are involved;
2. Follow the steps listed above;
3. Use disposable gloves when treating the person or cleaning up;
4. Cover all injuries involving blood or wounds at all times.

### Maintaining First Aid Kits

DVLC management will ensure that:

1. First Aid kits include a list of emergency phone numbers, including a number for the local hospital and nearest doctor or medical clinic;
2. First Aid kits will include a list of items to be kept in the kit at all times;
3. Associated with each kit (e.g. on the wall next to it) will be a list of current first aiders;

4. First Aid kits will be audited or checked and replenished on a schedule
5. A portable first aid kit will be available for excursions, including an asthma first aid kit containing asthma medication;
6. Kit users will advise when items are running low and must be replenished.

## Definitions

A **First Aid Kit** is a properly stocked and organised kit of medical items for use in a medical emergency. A basic kit should include:

- first aid booklet or notes;
- disposable gloves (latex free), including blue gloves to be used for handling blood spills – Spill kit);
- resuscitation mask;
- individually wrapped sterile adhesive strips (latex free);
- sterile eye pads;
- sterile coverings for serious wounds;
- triangular bandages;
- safety pins;
- small sterile unmedicated wound dressings;
- medium sterile unmedicated wound dressings;
- large sterile unmedicated wound dressings;
- non-allergenic (skin) tape;
- rubber thread or crepe bandages;
- sterile saline solution;
- stainless steel scissors;
- stainless steel tweezers;
- shock (thermal) blanket;
- plastic bags for disposal;
- notepad and permanent marker for recording details;
- sterile saline tubes/sachets
- 30+ sunscreen (to be kept near the kit).

A **Spill Kit** is used to clean and disinfect sites where blood or body fluids have been spilled. A basic kit will contain:

- Bacterial wipes;
- Disinfectant surface spray;
- Surgical mask;
- Sterile dressing towels;
- Safety eyewear;
- Non-sterile blue gloves;
- Cleansing wipes;
- Yellow sharps container for contaminated syringes and sharps;
- Large plastic bags;
- Vomit clean-up kit;
- Yellow biological hazard bags;
- Ice pack.

## Related Policies

P-1 Risk Management Policy and Procedure  
 P-8 Student Welfare and Duty of Care Policy and Procedure  
 P-11 Occupational Health & Safety Policy and Procedure  
 P-24 Critical Incident Policy and Procedure  
 P-31 Student Safety and Security Policy  
 P-54 Excursions Policy and Procedure  
 P-55 Anaphylaxis Policy and Procedure  
 P-57 Asthma management policy and Procedure  
 P-58 Sunsmart Policy and Procedure

## **Related Documents**

D-028 Student Handbook  
Individual Anaphylaxis Management Plan  
Asthma Action Plan  
Medication Administration Log  
Medical Information form

## **Legislation**

Disability Discrimination Act 1992  
Privacy Act 1988  
Children, Youth and Families Act 2005 (Vic)  
Education and Training Reform Act 2006 (Vic)  
Ministerial Order 706  
Equal Opportunity Act 2010 (Vic)  
Health Records Act 2001 (Vic)  
Occupational Health and Safety Act 2004 (Vic)  
Privacy and Data Protection Act 2014 (Vic)  
Working with Children Act 2005 (Vic)

## **Mapping Information**

VRQA Guidelines for Non-school Senior Secondary Education Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary Course, Standard 3  
AQTF Standard 2.1, 2.3, 2.5, 3.2