

## Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	<b>Accident &amp; First Aid Policy and Procedure</b>
Responsible person	Senior First Aid Officer
Staff involved	Qualified First Aid Staff, Managers, Coordinators, all staff
Review dates	2017
Related documents	<p><b>Legislation:</b> Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008 (Vic), Disability Act 2006 (Vic), Education and Training Reform Act 2006 (Vic), Education and Training Reform Regulations 2007, Equal Opportunity Act 2010 (Vic), Occupational Health and Safety Act 2004 (Vic), Privacy and Data Protection Act 2014 (Vic), Health Records Act 2001 (Vic), Disability Regulations 2007, Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic).</p> <p><b>Policies:</b> Anaphylaxis Policy &amp; Procedure, Asthma Policy &amp; Procedure, Health Policy &amp; Procedure, Student Well-being and Duty of Care in VCAL (includes procedures for under-18s) Policy &amp; Procedure, OH&amp;S Policy &amp; Procedure, Risk Identification and Management Policy &amp; Procedure, Critical Incident &amp; Emergency Management Policy &amp; Procedure</p> <p><b>Other:</b> Accident, Injury or Illness Report Book 2015/16, Medication Administration Log, Medication Authority Form (under 18), Anaphylaxis Risk Management Plan , Anaphylaxis and Asthma Action Plans, Student Health Support Plan, Incident &amp; Emergency Management Form; DRSABCD Chart (Basic Life Support Chart), Epilepsy Support Form</p>

### Policy Context

Wyndham Community and Education Centre Inc (Wyndham CEC) is committed to ensuring that every care is taken to prevent accidents. However, in the event of a staff member, student, volunteer, child or user of one of Wyndham CEC's services 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

Wyndham CEC is committed to providing first aid, as required, to any staff member or user of its Training, Community Strengthening or Business services. Wyndham CEC has a Senior First Aid Officer and will ensure it has at least 2 trained first aid staff in addition to the Senior First Aid Officer. First aid supplies are provided for use at every Wyndham

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CEC managed site, including portable first aid kits and asthma kits to be used for excursions and events.

Emergency evacuation procedures are disseminated and practised regularly. Safety procedures and the surrounding environment are continually evaluated by the Occupational Health & Safety Team. Wyndham CEC follows the Critical Incident and Emergency Management Policy and Procedure.

Wyndham CEC accepts no responsibility for visitors or visitor's children, excluding volunteers by agreement with management whilst engaging in their volunteer activity.

### **Procedure**

- If a staff member, student, volunteer, child or user of a service has an injury/accident while at Wyndham CEC during normal working hours, an appropriately qualified First Aid staff member will administer assistance and provide comfort and support as required.
- Every reasonable attempt to notify the next of kin, emergency contact person, a parent or guardian as soon as practically possible will be undertaken.
- The injured or ill person must be supervised until they recover or until either an emergency service arrives or, next of kin, an emergency contact person, a parent or guardian collects them from Wyndham CEC.
- All accidents and illnesses **MUST** be recorded in the 'Accident, Injury or Illness Report Book'. Such a record should not only include those accidents or illnesses requiring medical attention, but also those considered being moderately significant. This will avoid oversights, where the severity of the injuries may not, at first, have been recognised and will safeguard staff against later ramifications, which could occur from such incidents.
- Details of a major accident/illness such as broken bones, burns, anaphylactic episodes, asthma attacks or bites, **MUST** be recorded in the Accident, Injury or Illness Report Book' and reported to the appropriate program Coordinator or Manager. Coordinators and Managers should report any relevant events to the Occupational Health and Safety Officer and the Senior First Aid Officer. Hazards and potential hazards or rectifications need to be recorded so that a proper evaluation and accident prevention can take place.

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- In the event of a serious accident that causes hospitalisation or death, the CEO and in the case of a child, student or person under 18, undertaking VCAL, VET or a Youth Program, the *Department of Education and Training (DET)* must be notified immediately.

### **In the Event of an Accident**

1. Assess the situation, danger and injury.
2. Reassure the adult or young person
3. Administer First Aid & call an ambulance on **000**, if required.
4. Inform the next of kin or emergency contact recorded for the person or the for a young person
5. Complete the Accident, Injury or Illness Report Book.’
6. Ensure that the next of kin, emergency contact or the parent / guardian of a young person aged under-18, signs the accident report to indicate that they have been informed.
7. Evaluate the accident and the future steps that could be taken for prevention and complete the Incident and Emergency Management form if required.

### **In the Event of an Accident/Emergency Wyndham CEC will 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**

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

- 3 Princes Highway – in First Aid Room inside First Aid Kit

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- 4 Synnot St – VCAL Administration Office near First Aid Kit
- Wayaperri House – in kitchen near First Aid Kit

### Procedure for maintaining First Aid Kits

Ensuring the health, safety and welfare of all employees is very important to Wyndham CEC. Access to first aid supplies in the event of an incident or accident is part of ensuring the health and safety of employees and all users of the Centre.

The First Aid Kit is checked monthly by the Senior First Aid Officer and/ or replenished as required. These monthly checks are reported on SharePoint, Wyndham CEC's content management system.

All services managed by Wyndham CEC will have an appropriately stocked First Aid kit located in an accessible position.

The Senior First Aid Officer will ensure that:

- all First Aid kits have (on the inside of the door) a list of items 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 (on the front) a list of current First Aiders and the expiry dates of their First Aid qualifications
- monthly checks of First Aid kits at 4 Synnot St, 3 Princes Hwy, Wayaperri House and Jellicoe Street, are completed and reported on SharePoint, Wyndham CEC's content management system.
- 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.
- The Senior First Aid Officer **must** be notified about Asthma Spacer replacements. An Asthma spacer must only be used once. After use, dispose of it or label it with the student's name. A new spacer must be placed in the AEK. The used spacer is only to be used for that student.

Any teacher or user of the service must contact administration at Wyndham CEC in person, by email or on 9742 4013 if they use an item from the first aid kit that needs replacing.

Administration staff at Wyndham CEC **must** ensure any items reported to them are reported immediately to the Senior First Aid Officer.

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### First Aid Kit Contents

- Basic First aid notes
- Disposable gloves, latex free, including blue gloves to be used for handling blood
- Resuscitation mask
- Individually wrapped sterile adhesive strips, latex free
- Sterile eye pads (packet)
- 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 tape
- Rubber thread or crepe bandage
- Scissors
- Tweezers
- Suitable book for recording details of first aid provided
- Sterile saline solution
- Plastic bags for disposal
- 30+ sunscreen (SunSmart Policy)

### Young People/ Students under-18

Wyndham CEC provides some training programs to students under-18. This includes students enrolled in VCAL, Youth and VET programs.

Wyndham CEC has a Senior First Aid Officer and several first aid trained staff on Wyndham CEC sites who can attend to students under-18 if required.

Wyndham CEC can arrange staff to administer medication to students under-18, unable to self-administer if required and if consent is provided by the parent/legal guardian.

Wyndham CEC **will not** administer non-prescribed medicines such as paracetamol or analgesics to students.

For students with asthma, anaphylaxis or other allergies, Wyndham CEC follows the relevant Anaphylaxis or Asthma policies and procedures. For other illnesses or medical emergencies, Wyndham CEC follows the Health Policy and Procedure and/or this Accident & First Aid Policy & Procedure.

Wyndham CEC can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a

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registered nurse and is available 24 hours a day, 7 days a week from any land line in Victoria.

In the event of medication needing to be administered to a student under-18, a record must be kept in the Medication Administration Log kept in the VCAL Administration office.

In the unlikely event that Wyndham CEC staff become responsible for ongoing administration of medication to a student under-18, all instances of administration of any medication must be recorded on the Medication Authority form. This form will be stored in the student's file and a copy will be kept by the CEO and the VCAL & Youth Manager.

The CEO and VCAL & Youth Manager each have a current copy of the Medical Register, including relevant action plans, and any relevant contact list.

Wyndham CEC is not responsible for interpreting or monitoring a medical condition or the effects of medication.

For more information on administering medication to under-18s, please see the procedures in the Student Well-being and Duty of Care in VCAL (includes procedures for under-18s) Policy & Procedure.

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