

Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	Accident & First Aid Policy and Procedure
Responsible person	Senior First Aid Officer
Staff involved	All staff
Review dates	Approved: 28 February 2025 Review Date: 2026

Policy Context

Wyndham Community and Education Centre Inc (Wyndham CEC) is committed to ensuring that every care is taken to prevent accidents and injuries. However, in the event of a staff member, student, volunteer, young person 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 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 CEC managed site, including portable first aid kits and asthma kits. At 20 Synnot St a general use auto injector (Epipen) is available to be used for excursions and events. Wyndham CEC also has a defibrillator on site at 20 Synnot St.

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

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

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.

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

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 28/2/2025 and supersedes all previous versions.

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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 adult or young person. 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 First Aid Officer immediately and original provided for filing.
6. Ensure the parent / guardian or emergency contact of a young person (under-18) 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 CEO and in the case of a child, student or person under-18, undertaking a Youth Program, the *Department of Education (DE)* must be notified immediately.

Location of Accident, Injury or Illness Report Forms

Forms are available on SharePoint with the *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 employees and all users of Wyndham CEC.

First Aid Kits are 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.

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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 a list of current First Aiders and the expiry dates of their First Aid qualifications on the wall next to the kit
- First aid kits in Corio and Geelong will be monitored by trained first aid staff and replenished as required via communication with the Senior First Aid Officer
- 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 by the person requiring treatment.

Young People/ Students under-18

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

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

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 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 Vocational Education Training (VET) Coordinators 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 VET Coordinator.

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The CEO and VET Coordinator each have access to the Medical Register, including relevant action plans, and any relevant contact list.

For more information on administering medication to under-18s, please see the procedures in the Health Policy & Procedure.

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 Act 1988 (Cth), Privacy and Data Protection Act 2014 (Vic), Child Wellbeing and Safety Act 2005 (Vic).

Policies: Anaphylaxis Management Policy & Procedure, Asthma Management Policy & Procedure, Health Policy & Procedure, Student Well-being and Duty of Care in Accredited Training Programs Policy & Procedure, OH&S Policy & Procedure, Excursions Policy & Procedure, Record Management & Record Keeping Policy & Procedure, Child Safety and Wellbeing Policy

Other: Accident, Injury and Illness Report Form, Medication Administration Log (under-18s), Medication Authority Form (under-18s), Individual Anaphylaxis Management Plan, Annual Anaphylaxis Risk Management Checklist, Anaphylaxis and Asthma Individual Action Plans, Anaphylaxis Communication Matrix, Student Health Support Plan, Incident & Emergency Management Form, DRSABCD Chart (Basic Life Support Chart), Epilepsy Management Plan, Diabetes School Action Plan, Student Enrolment Form, Annual Asthma Risk Management Checklist, Asthma Communication Matrix, Individual Asthma Management Plan, Child Safety and Wellbeing Reporting Procedure.