



Help for non-English speakers

If you need help to understand the information in this policy please contact Rubicon Outdoor School 03 5773 2285

Purpose

To ensure the school community understands our school's approach to first aid for students.

Objective

To explain to Rubicon Outdoor School staff, visiting schools', parents/carers, students and staff the processes and procedures Rubicon Outdoor School will follow to administer first aid.

Scope

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

From time to time Rubicon Outdoor School staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

The visiting school is responsible for all first aid responsibilities during transit to (day 1 of the program) and from (end of the program) Rubicon Outdoor School.

Staffing

The Rubicon Outdoor School Principal will ensure that Rubicon Outdoor School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Rubicon Outdoor School's trained first aid officers are:

- Are all teaching staff
- All Education Support program staff as soon as possible after joining Rubicon Outdoor School
- Most office staff

This is monitored by the Rubicon Outdoor Professional Development Coordinator.

It is the responsibility of the visiting school to ensure they have appropriately trained staff attend all camps and excursion as per DET excursions guidelines.

- Between 7am to 9:30pm Rubicon Outdoor School Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- Between 9:30pm and 7am the **nominated visiting school staff** who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other

staff may assist in the administration of first aid within their level of competence. When and if required a handover will be provided between Rubicon Outdoor School Staff and nominated visiting school staff.

First aid kits

Rubicon Outdoor School will maintain:

- A major first aid kit which will be stored in the First Aid room at each campus
- First Aid Kits are stored in all vehicles
- All Rubicon Outdoor School Group teachers will carry a First Kit
- CRT kits are available in the First Aid Room

Visiting school staff will be responsible for maintaining their First Aid Kit, that is brought with them when attending Rubicon Outdoor School.

The Rubicon Outdoor School Resources Coordinator at each campus will be responsible for maintaining all other First Aid kits.

Care for ill students

Students who are unwell should not attend Rubicon Outdoor School.

If a student becomes unwell during the day or night, they may be directed to the First Aid room and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

It is the responsibility of each visiting school to ensure a confidential medication information form is completed by parents/carers prior to the scheduled visit. Rubicon Outdoor School will provide a medical and consent form template.

It is the responsibility of each visiting school to ensure all confidential medical forms are completed by parents/carers prior to the scheduled visit including:

- A Rubicon Outdoor School medical and consent form
- Student Health Support Plan (if required)
- Asthma Action Plans (if required)
- Anaphylaxis Management Plans (if required)

Copies of these forms must be provided to Rubicon Outdoor School four weeks in advance, along with any supplementary documentation completed by the student's treating practitioner, or if the principal of the visiting school has agreed, completed by the parents or carers or adult or independent students.

All information is entered into Rubicon's Student Management System (SMS) and hardcopies of the documents, whilst students are at the school, are stored in a secure location (Thornton Campus or Nayook Campus first aid room) as per the Department's records management policy. Access is limited to DET employees who have a duty of care and responsibility for students whilst at the school. If required, Rubicon Outdoor School will seek further clarification of student needs, with the visiting school prior to commencement.

Information on students' medical needs will be available via the school's SMS. A summary of the medical forms is to be taken with each class group and provided to visiting school staff. A hardcopy will also be placed on the Red Alert board in the administration building of each campus, for other staff to access as required.

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Responding staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, responding staff may take emergency action and do not need to obtain parent/carer consent to do so. Responding staff may contact Triple Zero "000" for emergency medical services at any time.
- Responding staff may 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.
- If first aid is administered for a minor injury or condition, Rubicon Outdoor School will notify parents/carers by phone.
- If first aid is administered for a serious injury or condition, or in an emergency situation, responding school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If responding staff providing first aid determine that an emergency response is not required but that medical advice is needed, responding school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student Rubicon Outdoor School will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, report the incident to the Incident Support and Operations Centre on 1800 126 126.

Due to the residential nature of Rubicon Outdoor School, and following guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, may be stored at school but not provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in Rubicon Outdoor School and visiting school staff induction processes
- Included in visiting school registration packs
- Made available in hard copy from school administration upon request

Further information and resources

Rubicon Outdoor School's:

- Health Care Needs
- Administration of Medication
- Anaphylaxis
- Asthma Policy

Policy Review and Approval

Policy last reviewed May 2021	Andrew Monson, Principal
Approved by	
Next scheduled review date	May 2023