

## John Tonkin College Pathways for First Aid and Pastoral Care

Minor injury and illness are common in schools. Most problems are minor and do not require specialist or emergency care. **Student Services will be notified first in all cases.**

This information has been provided to assist school staff in making decisions relating to first aid and health issues with students in their care. The information is for staff use only.

### Important

- Students should not be sent to the Health Centre from class. There may not be anyone in attendance to supervise or assist the student at the Health Centre.
- For students frequently requesting health care/attention, please notify **Student Services**. Further assessment may be required to determine underlying psychosocial issues.

EXAMPLE ONLY	Health issue	ACTION
<b>PURPLE</b>  <b>NON EMERGENCY</b>	<ul style="list-style-type: none"> <li>• Behaviour management</li> <li>• Anxiety/stress</li> <li>• Emotional upsets</li> <li>• Suspected drug use</li> <li>• Bullying</li> <li>• Self harm</li> </ul>	<b>Refer to Student Services</b>  This may not mean sending the student but informing student services of the concern.
<b>GREEN</b>  <b>NON EMERGENCY</b>	<ul style="list-style-type: none"> <li>• Hay fever</li> <li>• Head cold</li> <li>• Toothache</li> <li>• Blisters</li> <li>• Insect bite (no allergy)</li> <li>• Piercing soreness</li> <li>• Paper cut/minor grazes</li> <li>• Sore throat</li> <li>• Minor period pain</li> </ul>	Encourage student to self-manage.  If persisting, encourage student to visit Student Services at recess/lunch.  If still persisting, <b>Refer to Student Services.</b>  First Aider to provide first aid if required, and/or contact parent/guardian to take student home.  Monitor for deteriorating condition and a need for (red) emergency actions, as below.
<b>AMBER</b>  <b>NON EMERGENCY</b>	<ul style="list-style-type: none"> <li>• Abdominal pain</li> <li>• Headache</li> <li>• Fever</li> <li>• Nausea or vomiting</li> <li>• Sprains or strain</li> <li>• Coughing</li> <li>• Chronic period pain</li> </ul>	<b>Refer to Student Services</b>  First Aider to provide first aid if required, and/or contact parent/guardian to take student home.  Monitor for deteriorating condition and a need for (red) emergency actions, as below.
<b>RED</b>  <b>EMERGENCY</b>	<ul style="list-style-type: none"> <li>• Severe Asthma</li> <li>• Seizures or fits</li> <li>• Profuse bleeding</li> <li>• Suspected anaphylaxis</li> <li>• Severe trauma</li> <li>• Severe burns</li> <li>• Head injuries</li> <li>• Diabetic collapse</li> <li>• Choking</li> <li>• Snake bite</li> <li>• Eye injury</li> </ul>	<b>Teacher to stay with the student and send someone to Student Services</b>  School officer to contact a member of the first aid team and check for any medical action plan on SIS.  Follow medical action plan and follow ambulance-000 calling plan.

***Student Services will be notified first in all cases. Do not send students directly to the Nurse. Student Services will contact the Nurse if treatment is needed. Student Services will call home for parent/guardian to collect student for further treatment.***

# CALLING AN AMBULANCE

**The Principal and/or Onsite Principal must be notified immediately; they will make the call to the parents to obtain permission to call an ambulance.**

## **EMERGENCY INSTRUCTIONS**

The first Staff person on the scene is the first aid person and the team leader until help arrives.

- Stay with sick/injured person.
- Send for help (the second person on the scene, this person may be a student – this person is known as the HELPER. If the helper is a student, he/she will most likely go to a staff member who will take on the role of helper.)
- Give brief accurate account of what you need help for, and who you need help for, and your location.
- Note time.

**HELPER** to phone / report to Student Services who will report to School Administrator and Nurse if onsite. Student Services Manager will follow School Administrator procedures if not onsite.

(MET ext 7373 or Tindale ext 102 / 103)

**SCHOOL ADMINISTRATOR** will confirm that -

1. Parent and Ambulance have been called, with parental consent.
2. Type and extent of injuries.
3. Location of where the ambulance is to come.
4. State if any other emergency services are required.
5. Arrange for someone to meet the ambulance to direct them to where the casualty is.
6. Arrange for "crowd control" if necessary.

**WHEN YOU CALL AN AMBULANCE THE OPERATOR WILL ASK -**

1. Nature of sickness or injury – They may offer advice on how to manage the situation.
2. Name and age of patient.
3. Location – where the ambulance is to go.
4. Confirm name of person who the ambulance is being called to attend and who has called the ambulance – check on SIS to note any relevant medical history.
5. Give telephone number of the phone you are using.
6. Ask the likely time of arrival of the ambulance service.

**THEN**

1. Document time lines as you go.

**HAVE READY FOR THE AMBULANCE**

1. Print relevant details regarding the patient (from SIS).
2. A statement of what happened, what you saw, what you did, with times if possible.
3. The ambulance officer will require a verbal handover, written is helpful, but not essential.

**PRIOR TO LEAVING WORKSITE**

1. Document whole incident on an Accident / Incident Report – available on intranet.
2. Talk the incident through– be kind to yourself when debriefing with friends and colleagues.
3. School Administrator will make arrangements for follow up stress debriefing today, tomorrow or a future time.

## List of First Aiders

Name	Working Area
Barbara Sing	
Tiff McClean	Phys Ed
Jane Kennedy	
Rob Dawson	Phys Ed
Ben Whetters	Phys Ed
Kim Davies	Science
Keryn Ecersley	Phys Ed
Stephen Hatton	D&T MET
Chris Love	
Lorri Harris	Admin (MET)
David Tusak	Phys Ed
Julie Harris	Admin
Julie Ellison	Admin
Peter Tacko	Maths
Evelyn Dawe	EA MET
Vhish Ramdhony	MET
Brian Kalsi	
Geoff Hayes	Phys Ed

### Location of EpiPens and First Aid

MET Campus	Tindale Campus
Maths FF14	Phys Ed Office <b>EpiPen</b>
Phys Ed Office JD06 <b>EpiPen</b>	Student Service <b>EpiPen</b>
Student Services <b>EpiPen</b>	Maths Office
Canteen EG06	Science Office
Science EF06	Health Centre AG08
Health Centre CG 33 <b>EpiPen</b>	D&T Office
Home Economics EG17 <b>EpiPen</b>	Drama Office
Drama DG19	Admin <b>EpiPen</b> only x2 (one for excursions)
D&T Work Shop GG01 &GG02	
Library	
English Dept	