

2085

## JOHN TONKIN COLLEGE

### Procedures for First Aid and Pastoral Care



Please find below information which describes a variety of health issues with students and classifies them according to the level of care required. The levels of care include:

|               |                      |  |
|---------------|----------------------|--|
| <b>Red</b>    | <b>Emergency</b>     | Staff should contact the Nurse, Principal, and Front Office Immediately, refer to "Calling an Ambulance" protocol                          |
| <b>Amber</b>  | <b>Non Emergency</b> | Students should be sent to the nurse,<br>Or Principal when nurse not available.<br>Parents to be notified by person attending the student. |
| <b>Green</b>  | <b>Non Emergency</b> | Students should <b>not</b> be sent out of class for these issues   |
| <b>Purple</b> | <b>Non Emergency</b> | Refer students to Student Services Team or as indicated and listed over the page.  |

This information has been provided to assist staff in making decisions relating to first aid/health issues with students in class. The information is for staff use only. Please take care to ensure that the information is not left on classroom desks or work areas in view of students.

**Please Note:**

- Students should **only** be sent out of class with a note, if you are very concerned, send them with a responsible student.
- First aid kits are available in Department Offices
- Staff responsible for these kits at MET are: Ms Derrell and all HOLA
- Staff responsible for these kits at Tindale are :Mr Heeley and all HOLA

| MEDICAL CONDITION              |   | ACTION  |
|--------------------------------|---|---|
| <b>RED<br/>EMERGENCY</b>       | Anaphylaxis<br>Bleeding<br>Broken Bones<br>Choking<br>Diabetic Collapse<br>Head Injuries<br>Seizures<br>Severe Asthma<br>Severe burns<br><br>Heart Attacks<br><br>Suicide attempts eg. Overdose | <ul style="list-style-type: none"> <li>• Teacher to stay with the student, send for help, follow Calling and Ambulance Protocol / and notify principal</li> <li>• Document on First Aid Register, DOE Appendix D Administration of First Aid Report Form, SIS</li> <li>• Enter this information on SIS where appropriate</li> </ul> |
| <b>AMBER<br/>NON EMERGENCY</b> | Abdominal Pain<br>Asthma<br>Bites requiring attention<br>Coughing<br>Fever<br>Headaches<br>Nausea / Vomiting<br>Period Pain<br>Sprains / Strains<br>Toothache                                   | <ul style="list-style-type: none"> <li>• Student to be sent to nurse</li> <li>• Principal</li> <li>• Document on First Aid Register, DOE Appendix D Administration of First Aid Report Form, SIS</li> <li>• Enter this information on SIS where appropriate.</li> </ul>   |
| <b>GREEN</b>                   | Asking for Panadol  |   |

|   |  |  |
|---|--|--|
| <b>NON EMERGENCY</b>  | Bites – minor insect<br>Blisters<br>Colds<br>Hay fever<br>Head Lice<br>Minor Grazes<br>Paper cuts                                  | <ul style="list-style-type: none"> <li>• Student should not be sent out of class for these issues</li> <li>• Encourage student to visit the nurse at recess/lunch</li> <li>• Students may carry and self administer 1 dose of medication with them each day.</li> <li>• No staff member is to administer medication to students without clarification from the Medical Action Plan or Permission from the Parent of Guardian.</li> </ul>   |
| <b>PURPLE</b><br><b>Student Services and Pastoral Care Team</b> | Behaviour Management<br>Pastoral Care<br>Anxiety / Panic Attack<br>Emotional Upsets<br>Suspected Drug use<br>Bullying<br>Self Harm | Staff to refer to Student Services<br><b>Staff who have completed Mental Health First Aid Course –</b><br><b>Jacque Conte – School Psych (MET)</b><br><b>Geoff Collins _ School Psych (Tindale)</b><br><b>Chantel Gurney-Pringle</b><br><b>Bec Bessant</b><br><b>Jane Derrell</b><br><b>Wayne Bell</b><br><b>Dawn Penlington _ School Nurse</b> <ul style="list-style-type: none"> <li>• Individual teachers - Principal to be notified if any disclosures – Mandatory Reporting Process to be adhered to.</li> <li>• Document on First Aid Register, DOE Appendix D Administration of First Aid Report Form, SIS</li> <li>• Enter this information on SIS where appropriate – do not state ‘Self Harm’</li> </ul> |

**Note for Staff** – If students are constantly requesting medical attention please refer to the Student Services Manager or Year Co-Coordinator as further assessment may be required to determine underlying psych/social issues.

**Nurse on site**

**MET MONDAY AND TUESDAY**

**TINDALE WEDNESDAY AND THURSDAY**

## Standard Operation Procedures for Non-Emergency First Aid and Pastoral Care

### **First Aid Pathway for Students presenting for First Aid**

**ALLEGERIES / HAY FEVER / BITES SPLINTERS / OTHER MINOR ISSUES**

**SEVERE – ANAPHYLAXIS / ASTHMA**  
Stay with patient, send for help  
Contact the Nurse if available or Principal –  
**Follow Anaphylaxis Procedures.**  
Asthma Medical Action Plan/Asthma First Aid Plan.  
  
Location of EPIPENS AND ASTHMA EMERGENCY KITS  
**MET – NURSES OFFICE, HOME EC KITCHEN OFFICE, WORKSHOP, STUDENT SERVICES**  
**TINDALE – FRONT OFFICE, STUDENT SERVICES**

**IF NO – LOCALISED REACTION**  
Contact the Nurse if available or Principal or Refer to Mentor at recess/lunch (unless student has a known allergy, as listed on SIS).

**BLEEDING**

**IF SEVERE**  
Stay with patient, send for help  
Contact the Nurse if available or Principal  
Call for an Ambulance - Notify Parents

**IF NOT SEVERE**  
Still requires first aid attention from the Nurse or Principal or if minor, student to self manage (bandaids are in the first aid kits in the department offices)

**HEADACHE**  
Ask the student if they have had a recent 'bump' to the head?

**IF YES**  
Stay with patient, send for help  
Contact the Nurse if available or Principal

**IF NO**  
Ask the student if they have had any food/water today?  
Encourage to drink water and eat  
If Headache persists – Notify Parents

**VOMITING**  
Ask the student if they have had a recent 'bump' to the head?

**IF YES**  
Stay with patient, send for help  
Contact the Nurse if available or Principal, send home.

**IF NO**  
Contact Parent/Carer to collect from school.

**BURNS**

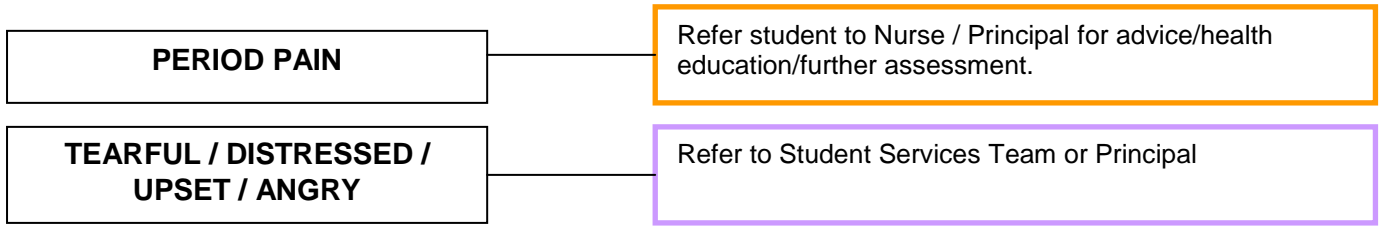
**ALWAYS**  
Stay with patient, send for help  
Student to place burnt area under running cold water for at least 20 mins – follow first aid procedure for burns - seek advice from Nurse and Notify Parent and Principal

**SPRAINS / STRAINS**

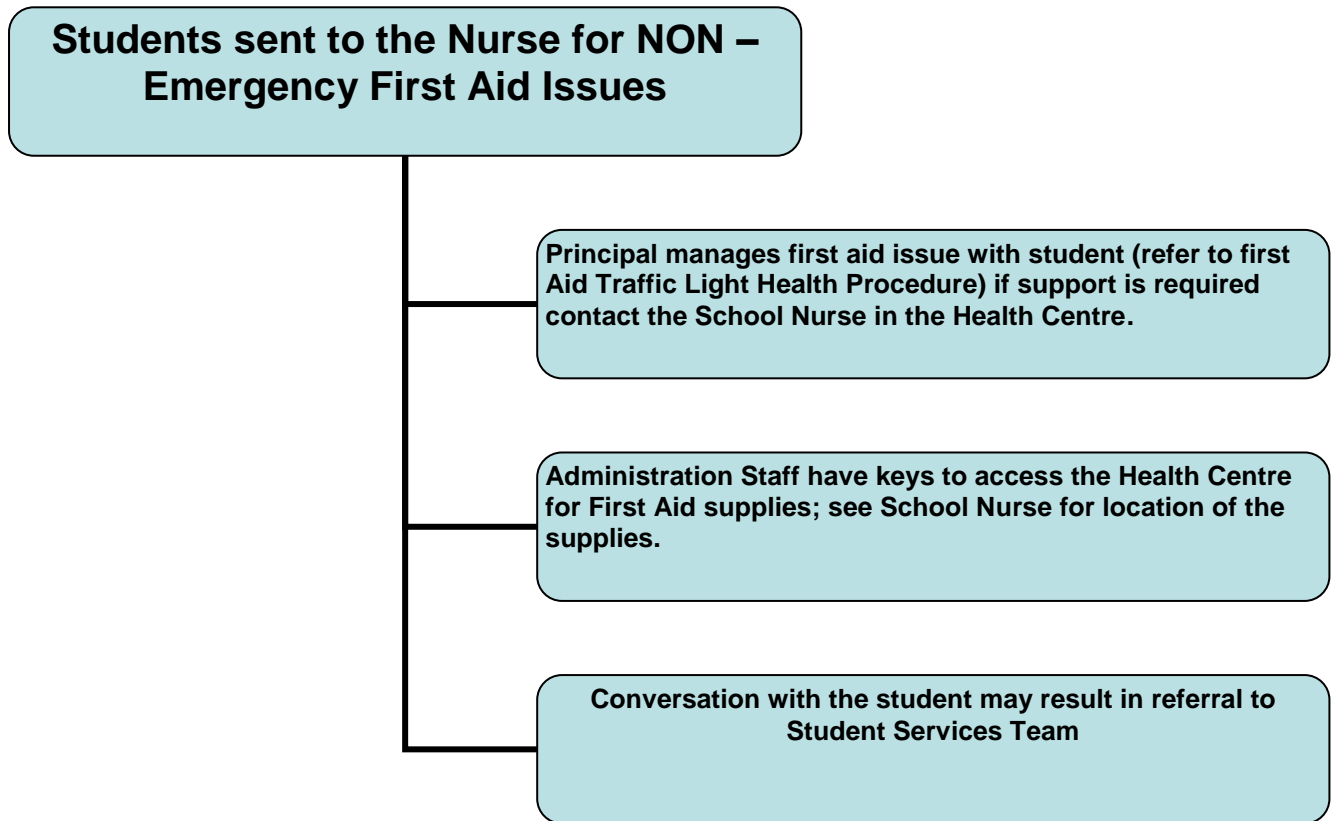
R.I.C.E. (Rest, Ice, Compression bandage, Elevate limb).  
If severe, follow first aid procedure for Sprains/Strains  
Stay with the student and send for the Nurse or Principal  
Notify Parents to pick up and take to GP

**ASTHMA**

Stay with student, send for help.  
Follow Asthma Medical Action Plan/Asthma First Aid Plan



**When on site, the Nurse is available to see Students for non emergency health issues during prior to school or recess or lunch or after school or in the student own time**



## **CALLING AN AMBULANCE**

# The Principal must be notified immediately, she will make the call to the parents to obtain permission to call an ambulance.

**When** If, in your opinion a student / staff member is in urgent need of medical assistance and needs to go to hospital immediately.

It is not your concern, to worry about if the casualty has ambulance cover.

Swift action in a medical emergency saves lives.

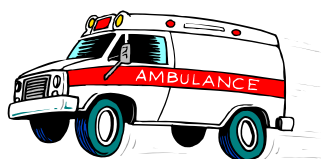
## EMERGENCY INSTRUCTIONS

**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 School Administrator on site and School Nurse or Front Office (Senior School ext 7373 or Tindale ext 102 / 103)

|  |   |   |
|--|---|---|
| <p><b>John Tonkin College<br/>(MET Campus)</b></p> <p>Kim Savins - Ext 7312<br/>Mobile - 0431 162 604</p> <p>Donna Heath – 0403355004</p> <p>Jane Derrell - 0432956987</p> <p>Nurse Dawn – 0438 197 351</p> <p>Security Officer<br/>Rob - 0404 859 329</p> | <p><b>John Tonkin College<br/>(Tindale Campus)</b></p> <p>Jan Stone - 9535 0100<br/>Mobile – 0408938554</p> <p>Che Heeley _ 0477291538</p> <p>Nurse Dawn 0438 197 351</p> | <p><b>CEC Ed Support<br/>(MET Campus)</b></p> <p>Tash Hawkins - Ext 7334<br/>Mobile - 0400014802</p> <p>Security Officer<br/>Rob - 0404 859 329</p> |
|--|---|---|



# CALLING AN AMBULANCE

## Dial 000

### 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.

### SCHOOL ADMINISTRATOR will confirm that -

1. Ambulance has 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. At MET:- The Security Officer (0404 859 329) is the nominated person to meet the ambulance on Education Drive
7. At Tindale Jan Stone or Che Heeley will make arrangements
8. Arrange for “crowd control” if necessary

### THEN

1. Document time lines as you go

### HAVE READY FOR AMBULANCE

1. Print relevant details regarding the patient (from SIS)
2. A statement of what happened, what you saw, what you did, with times, AS BEST YOU CAN MANAGE.
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.



Page No: PACE -  
PACE Office

**John Tonkin College**

MET  Tindale

Pace  Bouvard Marine  
Centre

## FIRST AID REGISTER

(Use for minor accident that do not require  
Further medical attention or hospitalization)

| Date | Time | Nature of injury/medical issue and treatment given | Name on student | Name of person rendering assistance | Remarks |
|------|------|--|-----------------|-------------------------------------|---------|
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