



Tanglin Gippsland First Aid Policy

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1 Overview

- 1.1 Tanglin Gippsland has a responsibility and desire to provide for the care, safety, and welfare of members of its community within the reasonable limits of its capacity to do so.
- 1.2 Notwithstanding its responsibility to all members of the community, Tanglin has a specific duty of care for the health and safety of its student boarders whereby the risk of harm is minimized, and they are able to function within a physically and emotionally secure, supportive, and productive environment.
- 1.3 Tanglin Gippsland is conscious of its obligations towards members of the community under relevant government legislation. A wide range of policy documents relate to, demonstrate, articulate and guide Tanglin’s endeavours to fulfil its legal, moral and ethical responsibility for the health and wellbeing of members of the Tanglin Gippsland community.

2 Definitions

- 2.1 *Duty of care* refers to the requirement that Tanglin Gippsland and staff members will take all reasonable care to provide a suitable and safe environment for students and ensure that no student is exposed to unreasonable risk of injury. It includes the need to take reasonable measures to protect students from risks of injury that should have been reasonably foreseen. Greater measures may need to be taken for younger students or students with disabilities. Such duty of care to students is referred to, both explicitly and implicitly, in a range of policy documents.
- 2.2 *First Aid*, as referred to in this policy, relates to treatment and support provided to those who suffer from an acute injury or illness and the care provided to students with particular medical conditions. It also incorporates basic life support in an emergency.

3 Details

3.1 Health & First Aid – General

- 3.1.1 Tanglin Gippsland shall refer to the Victorian Department of Education and Training (DET), and reputable health organizations as recommended by DET, for health and first aid advice.
- 3.1.2 Tanglin shall abide by all government regulations and legislative requirements, including reporting and exclusion in relation to infectious diseases.
- 3.1.3 In relation to health and first aid practices, Tanglin will:
 - ensure adequate first aid training of staff members, including additional training for relevant staff members as necessary to meet the health needs of students, and maintain a register of such training
 - appoint sufficient First Aid Officers
 - assist students with necessary first aid treatment suitable for the presenting injury or illness, including basic life support
 - assist students with specific medical conditions, provide health care to students with additional medical requirements, and implement a range of activities to support preventative health approaches
 - develop or adopt procedures, action plans, and/or risk assessments in relation to accident and injury, allergies, anaphylaxis, asthma, blood spills, diabetes, epilepsy, first aid training, head lice, immunization, infection control, mandatory reporting, medication

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management, sickness exclusion, and other medical conditions and situations as appropriate

- where possible, contact parents/guardians or nominated emergency contacts prior to seeking professional medical advice
- ensure that parents/guardians are aware of their obligation to notify Tanglin where a child has contracted an infectious disease or come into contact with a person who has contracted an infectious disease
- provide and maintain appropriate first aid cabinets and kits, and provide a first aid room in the Health Centre
- install and maintain an automated external defibrillator for use by trained staff in a medical emergency
- ensure effective record keeping of student medical conditions and management (including completion of incident, accident, and injury reports) and respectful and confidential communication between family, health professionals and Tanglin
- apply information privacy principles when collecting, using, retaining or disposing of personal or health information for both students and staff members as per the Privacy Policy.

3.2 First Aid

The campus maintains a Health Centre where students are attended to by the Nurse or First Aid Officers. These staff assess students, enter details into Tanglin’s online database, and provide necessary care in accordance with various health management policies, such as the Anaphylaxis Management Policy, Asthma Management Policy, and the Diabetes Management Policy. This care may include notifying parents, calling emergency services or other health professionals if needed.

- 3.2.1 Personal Protective Equipment (PPE) will be worn by First Aid Officers and staff at Tanglin when deemed necessary in the event of a known or suspected infectious disease to reduce further exposure wherever possible.
- 3.2.2 Open wounds will be cleaned and bandaged as necessary by First Aid Officers; however, it is the responsibility of the Nurse to continue to monitor, treat, and dress the wound thereafter. Wounds that occur on a field trip will be dressed and treated with antiseptic and/or pain relief to prevent infection while the student is away. Further treatment may be required by the Nurse upon the student’s return.
- 3.2.3 All blood spills will be cleaned as soon as feasible, and infection control standards will be maintained in accordance with the Department of Health recommendations.
- 3.2.4 Used needles and syringes will be disposed of safely in the Health Centre’s sharps disposal container, which will then be disposed of in accordance with local council guidelines.
- 3.2.5 All head injuries will be responded to with utmost importance, and concussion recognition tools will be referred to for the identification of necessary treatment, urgent or otherwise.
- 3.2.6 First Aid Kits for field trips at Tanglin Gippsland will be prepared by the Nurse and collected by First Aid Officers or staff members prior to the event. All items stocked within the kits are to be considered for the appropriate first aid treatment to be provided to the student. All kits will contain an adrenaline auto-injector and asthma relievers. Some limited medications will be provided in the field trip kits. If specialty first aid products are required for the kits, staff are to notify the Nurse as soon as possible so items can be arranged and provided.
- 3.2.7 Student Injury Reports at Tanglin Gippsland are to be completed by staff members who were involved in or witnessed the incident or injury occur (e.g., First Aid Officer, teacher, staff member on duty). Forms are to be completed as soon as possible after the event and

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submitted to the Nurse within 24 hours or on return from a field trip. This is particularly important due to Worksafe reporting that may be necessary. The Head of Campus will determine if such reporting is required based on information provided within the report and injury outcomes confirmed by medical practitioners.

- 3.2.8 In the event of an emergency medical situation at Tanglin Gippsland, appropriate staff support is to be sought immediately. Once a First Aid Officer attends the emergency event, they are responsible for student management and have the authority to make any necessary decisions as deemed appropriate for the situation, including contacting emergency services. All additional staff members are to respond to any directions given by First Aid Officers and prioritize removing students witnessing the event. First Aid Officers will inform the Head of Campus of the major emergency situation as soon as possible post-event, unless they are called for assistance during the event.

3.3 Medication

- 3.3.1 Students at Tanglin Gippsland will be administered first aid related medication by the Nurse as per the Tanglin Gippsland’s Medication Administration Policy. Emergency medication (such as adrenaline auto-injectors for anaphylaxis and asthma relievers) will be provided by Tanglin Gippsland and readily accessible for use in emergency situations. All other medication, including Schedule 8 medication, to be administered to a student must be provided by the family and accompanied by a signed medication-specific Authority Form.
- 3.3.2 Students deemed responsible to do so and approved by the Head of Campus or Nurse, may carry their own asthma reliever and/or adrenaline auto-injector and self-administer in an emergency. Further assistance must be sought in the event of a student experiencing anaphylaxis and if asthma treatment has not been effective.

3.4 Medical Conditions

- 3.4.1 Families at Tanglin are to notify Tanglin in writing of a student’s medical condition at enrolment, regardless of how acute or chronic the condition is.
- 3.4.2 Students at risk of anaphylaxis (severe allergy) are required to provide Tanglin with an ASCIA Action Plan for Anaphylaxis that is developed by a general practitioner. This plan further informs the Individual Anaphylaxis Management Plan developed by Tanglin to care for the student. Students with a known mild to moderate allergy are also strongly recommended to see a general practitioner and request an ASCIA Action Plan for Allergy to inform Tanglin staff how to best respond in the event of an allergy exposure. See Anaphylaxis Management Policy for further information.
- 3.4.3 Students diagnosed with asthma, diabetes, and epilepsy at Tanglin are required to provide Tanglin with associated management plans as developed by the student’s medical team. Additional training may be required for staff responsible for students with diabetes and epilepsy. See relevant policies.
- 3.4.4 Students with other complex medical conditions (i.e., heart conditions, acquired brain injuries, cerebral palsy, physical disabilities, cancer, etc.) at Tanglin are to also provide Tanglin with written information about the condition and any management plans necessary for daily student care and support as developed by their medical team. Updated plans are to be provided prior to arrival at Tanglin. Tanglin may request an initial or ongoing meeting

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with the family to better understand the condition and staff responsibilities to safely support the student and their medical condition.

- 3.4.5 Medical Alert Posters will be updated on an ongoing basis to reflect new or exited student enrolments and new diagnoses. These posters will contain a student photo and basic information regarding a student’s medical condition for quick reference to be aware of students' needs and to respond appropriately in an emergency. Medical Alert Posters are accessible only to teachers, staff members, and relevant volunteers via the online platform and displayed on the Health Centre wall and on the main staffroom wall at the beginning of each programme.

4 Roles and Responsibilities

4.1 Staff

- 4.1.1 First aid should only be provided by staff members who have been trained to a competent level and whose accreditation is current. Despite the duty of care of staff to students, the treatment of illness or injury, as far as is reasonably practicable, should be limited to areas in which training has been received. In an emergency, other staff members may be required to help within their level of training and competence, in lieu of emergency services’ arrival.

- 4.1.2 In the event that a student is unwell, they should either advise a staff member or attend the Health Centre. The staff member will then assess their condition and ensure appropriate care is provided to the best of their ability and training. Depending on the illness/injury, the student will then either: return to class, be placed in the care of the Nurse, or be assessed/transported by emergency services to the nearest Emergency Department. Note: all costs incurred for emergency services' involvement will be the responsibility of the family.

- 4.2 A Registered Nurse shall be appointed by the Head of Campus. Such appointment shall be ongoing but subject to annual review, and always conditional upon appropriate current accreditation. The Nurse will:

- ensure all staff first aid training is undertaken as frequently as required;
- support First Aid Officers in developing health management plans with families when needed;
- develop and update health policies;
- provide information to staff regarding student health needs;
- train staff in first aid related medication administration; and
- support field trip and camp preparations for students with medical needs.
- ensure emergency contact information for all students is current, based upon the latest information provided by parents/guardians;
- ensure all medications supplied by student families are within their use-by date, and that their administration has been authorized in writing by parents/guardians;
- maintain the first aid room or sickbay facilities and their contents, ensuring that first aid supplies are sufficient at all times;

- 4.3 First Aid Officers shall be appointed by the Head of Campus or his/her delegate. Such appointments shall be ongoing but subject to annual review and at all times conditional upon appropriate current accreditation. The duties of First Aid Officers at the campus shall include:

- providing first aid in the event of illness and injury to the level of their accreditation;
- monitoring students according to their medical condition;
- contacting emergency services when deemed appropriate; and
- completing injury and/or incident report forms when involved in care, as needed;

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- having knowledge of all students with a health support or management plan on the campus, and ensuring that current student photographs are provided for such plans;
- having knowledge of first aid response information within medical action plans or management plans;
- being aware of camps, field trips, and other activities that may require additional or specific first aid support or preparation;
- ensuring that all first aid treatment is appropriately documented and recorded;
- ensuring that parents/guardians or nominated emergency contacts are contacted in the event of student illness or injury as appropriate;
- participating in the risk management process within Tanglin Gippsland;
- providing feedback to the Nurse and Head of Campus in relation to accidents and incidents; and

5 Related Tanglin Gippsland Policies

- Accident and Incident Policy
- Anaphylaxis Policy
- Asthma Management Policy
- Child Safety & Wellbeing Policy
- Diabetes Management Policy
- Emergency and Critical Incident Management Policy
- Medication Administration Policy
- Occupational Health & Safety Policy
- Off-site Supervision of Students Policy
- Welfare Services Policy.

6 Policy Review

- 6.1 This policy is approved by the Board of Tanglin Australia and will be reviewed by the Leadership Team at least every two years. *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 6.2 Any significant changes to this policy must be approved by the Board.

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