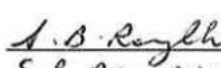


## First Aid Policy

Reviewed by: Principal  
Date reviewed: September 2024  
Date of next review: September 2027  
Signature:   
Name: S. B. ROY-CHOWDHURY  
Position: PRINCIPAL



If you need help to understand the information in this policy, please contact our office on 03 5754 4005.

### **Purpose:**

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

### **Scope:**

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

*Anaphylaxis Policy*

*Asthma Policy*

### **Policy:**

From time to time Mount Beauty Secondary College staff might need to administer first aid to students at school or on school activities.

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

### **Staffing**

The principal will ensure that Mount Beauty Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Mount Beauty Secondary College's trained first aid officers are:

Leonard Commerford, Kylie Eriksson, Jennifer Farrington, Simone Roy, Sharon Lidden, Kelly Roffey

The names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be updated as training is completed and recorded in the Emergency Management Plan's First Aid Trained Staff Register.

This list is reviewed annually as part of the annual review of our Emergency Management Plan and Staff Training Planner.

### **First aid kits**

Mount Beauty Secondary College will maintain the following kits:

- A major first aid kit is stored the First Aid Room.
- A Trauma first aid kit is stored in the Office.
- Portable first aid kits, stored in the First Aid Room, are available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion.

At Mount Beauty Secondary College, the First Aid Officer/s will work in conjunction with the Business Manager/Office Administration Support Staff to maintain the first aid kits.

### Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the Office to then be taken 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.

### First aid management

If there is a situation or incident which occurs at school or a school activity (including camps and excursions) which requires first aid to be administered to a student:

- 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, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero “000” for emergency medical services at any time.
- 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, Mount Beauty Secondary College will notify parents/carers by sending a first aid administered slip home to parents/carers or a phone call.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, 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 Mount Beauty Secondary College will:
  - record the incident in Compass and/or CASES21.
  - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.
- **It is the policy of Mount Beauty Secondary College that all injuries to the head are reported to Principal, and that parents/guardians/carers or emergency contacts are contacted regarding the injury.**

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury. This includes camps and excursions.

### Further Information and Resources:

Asthma Management Policy

Anaphylaxis Management Policy.

Administration of Medication Policy

First Aid Trained Staff Register (from EMP).

### Review Cycle:

This policy was last updated on 20<sup>th</sup> September 2024 and is scheduled for review in September 2027.

Consultation:	Date:
Staff Meeting	15/10/2024