



## FIRST AID POLICY

School Council Approved – May 2019

### PURPOSE

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

### SCOPE

All children have the right to feel safe and well, and know that they will be attended with due care when in need of First Aid. Bentleigh Secondary College has trained and experienced staff who follow First Aid procedures and processes when needed. First aid for a range of incidents that arise, including anaphylaxis and asthma, are provided for in our school as outlined in the following policies:

- *Anaphylaxis Policy*
- *Asthma Policy*

### POLICY

From time to time Bentleigh Secondary College 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.

### Staffing

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

Bentleigh Secondary College's trained first aid officers are:

- The First Aid Co-ordinator,
- Staff in the General Office,
- Other staff who may provide first aid assistance as required

### First aid kits

Bentleigh Secondary College will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- 7 Bum bags, 3 shoulder bags and 2 camp bags (portable first aid kits) which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the First Aid Room in a locked cupboard.

The First Aid Co-ordinator will be responsible for maintaining all 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 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 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, Bentleigh Secondary College will notify parents/carers by phone call and/or email.
- 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 Bentleigh Secondary College will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

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.

#### **FURTHER INFORMATION AND RESOURCES**

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

#### **REVIEW CYCLE**

This policy was last updated on May 2019 and is scheduled for review in 2021.