



ELEVATION SECONDARY COLLEGE

FIRST AID POLICY

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 schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Elevation Secondary College staff might need to administer first aid to student 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 Elevation Secondary College has sufficient staff with the appropriate levels of first aid and CPR training to meet the first aid needs of the school community.

First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis (twice a year) will also be undertaken each year. A register will be maintained for the recording of staff first aid training.

Elevation Secondary College's trained first aid officers are:

- Administration Officer - Renee Gaitanis
- Business Manager - Lexia Collins
- Admin - Holly Heffernan
- Integration Aides
- Other Teaching staff

First aid kits

Elevation Secondary College will maintain:

- A major first aid kit which will be stored in the First Aid room adjacent to the General office.
- Four portable first aid kits which may be used for excursions, camps. The portable first aid kits will be stored:
 - First Aid room adjacent to the General office.

The Administration officer 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 injury or condition which requires follow up treatment, Elevation Secondary College will notify parents/carers by 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 practicable.
- 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 Elevation Secondary College will:
 - record the incident on COMPASS
 - any notifiable incidents that required further medical treatment will be recorded on CASES21

- if first aid was administered in a medical emergency, report the incident to the Department's Incident Support Operations Centre on 1800 126 126.

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 treatment. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Health Care Needs Policy
- Medication Administration Log
- Medication Authority Form

REVIEW CYCLE AND EVALUATION

REVIEW PERIOD

This policy was last updated on	March, 2021
Approved by School Council on	March 2021
Recommended review cycle	3-4 years
This policy is schedule for review on	March, 2024

POLICY INFORMATION

School council approval required?	Not Required
Policy Template	https://edugate.eduweb.vic.gov.au/edrms/kyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=59

POLICY HISTORY

Version	Month/Year
1	08 / 2019
2	03 /2021