



# 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 is provided for in our school's:

- Anaphylaxis Policy
- Asthma Policy

## POLICY

From time to time Peter Lalor 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 Peter Lalor Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Peter Lalor Secondary College's trained first aid officers are:

Joanne Newcombe	12/2016
Lisa Berry	12/2016
Belinda Batty	12/2016
Jan Bromley	12/2016
Denise Camenzuli	12/2016
Tracy Cooknell	12/2016
Karen Dumaresq	12/2016
Ralph Gray	12/2016
Jamie Gray	12/2016
Paris Mantz	12/2016
Alex Messinis	12/2016
David McKay	12/2016
Lisa O'Flynn	12/2016
Gabrielle Panozzo	12/2016
Rachael Philp	12/2016

Petronella Sampson	12/2016
Rod Sheehan	12/2016
Rachel Villani	12/2016

## **First aid kits**

Peter Lalor Secondary College will maintain:

- A major first aid kit which will be stored in the front office
- 5 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the front office

The OHS 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 will be directed to front office. Front officer staff will 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, Peter Lalor Secondary College will notify parents/carers by 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 Peter Lalor 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
- Anaphylaxis Policy
- Asthma Policy

## **REVIEW CYCLE**

This policy was last updated on 31/05/2019 and is scheduled for review in 05/2022.