



## First Aid Policy

Alexandra Secondary College is committed to the provision of an effective system of first aid management to protect the health and safety of all school students, employees and visitors as a requirement of the Occupational Health and Safety Act 2004. The school's policy applies to all who may be affected by injuries or illness resulting from school activities, whether on or off School campus.

### 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 Alexandra Secondary College staff might need to administer first aid to students, staff and visitors 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 Alexandra Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

### First aid kits

Alexandra Secondary College will maintain:

- A major first aid kit which will be stored in the First Aid Room
- 7 Portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the Staff Room.
- 6 Remote kits which are stored in the science, woodwork, canteen, home economics, the stadium and technology areas.

Bronwyn Howell will be responsible for maintaining all first aid kits.

## Care for ill students

Students and staff who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the sick bay 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.

Time spent in the sick bay for students who feel unwell will be recorded on Sentral.

## 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.
- Available staff members will treat minor injuries. More serious injuries including those that require parents to be notified, or treatment by a doctor, require a Level 2 First Aid trained staff member to provide first aid where possible.
- 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. Calls to 000 must be notified to Emergency Services on 03 9859 6266
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) for advice 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
- Minor injuries or conditions will be treated by available staff. Alexandra Secondary College will notify parents/carers by phone where appropriate
- 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, staff member or community member Alexandra Secondary College will:
  - record the incident in the first aid book and on CASES21 where appropriate
  - Report any injuries to a student’s head, face, neck or back to parents/guardian and to Emergency Management on 03 9859 6266.
  - (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 treatment. This is because they can mask signs of serious illness or injury.

All parent requests to administer prescribed medications to their child must be in writing and must be supported by specific written instruction from the medical practitioner or pharmacist’s

including the name of the student, dosage and time to be administered. The school staff will administer the medication as prescribed.

## Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Hard copy available from school administration upon request

## Further Information and Resources

- [Anaphylaxis](#)
- [Asthma](#)

## Review Cycle

This policy will also be updated if significant changes are made to school grounds that require a revision of Alexandra Secondary College's Yard Duty and Supervision Policy.

<b>Date Implemented</b>	October 2021
<b>Author</b>	Nigel Lyttle, Principal
<b>Approved By</b>	ASC School Council
<b>Date Reviewed</b>	October 2024
<b>Responsible for Review</b>	Bronwyn Howell