

# First Aid Policy (2021)

## PURPOSE

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

## SCOPE

First aid for anaphylaxis is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

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

Westall Secondary College trained first aid officers are:



DUNG TRAN  
General Office  
Ext. 9/101



SANDIE  
BAUMGARTNER  
General Office  
Ext. 9/101



JARED BANDARA  
Senior Sub School  
Office  
Ext. 144/142/119

The Principal will ensure that Westall SC 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

Westall Secondary College will maintain:

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- A major first aid kit which will be stored First Aid room in A Corridor. 5 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
  - First Aid room and front office
  - Dung Tran 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 Front office where they will be assessed and moved to the First Aid room if required 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/carers 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, Westall Secondary College will notify parents/carers by an immediate telephone 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 Westall 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.

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## COMMUNICATION

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

- Available publicly on our school's website
- staff training
- Included in staff handbook/manual
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

Please see:

- *WSC Health Care Needs Policy*
- *WSC Administration of Medication Policy*
- *WSC Anaphylaxis policy*

## POLICY REVIEW AND APPROVAL

Policy last reviewed	1 <sup>st</sup> September 2021
Approved by	Principal
Next scheduled review date	[1 <sup>st</sup> September 2024

WESTALL  
Secondary College