

## FIRST AID POLICY

### PURPOSE

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

### SCOPE

First aid for anaphylaxis /Asthma is provided for in our schools:

- *Anaphylaxis Policy*
- *Asthma Policy*
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From time-to-time Mooroolbark 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 Mooroolbark 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]. EMP lists the staff and their expiry dates

This list is reviewed annually as part of our Emergency Management Plan

### FIRST AID KITS

Mooroolbark College will maintain:

- A major first aid kit which will be stored in the First Aid Office/Sickbay.
- 9 portable first aid Kits Large/ 6 Bum bags/ ^ Emergency Asthma First Aid Kit which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored: First Aid Office/Sickbay
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First Aid Officer/Kerri Hague 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 First Aid Office/Sickbay 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, Mooroolbark College will notify parents/carers by phone
- If first aid is administered for a severe injury or condition, or in an emergency, 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 Mooroolbark College will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, follow the Department’s [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department’s Incident Support and 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 treatments. This is because they can mask signs of serious illness or injury.

## COMMUNICATION

- This Policy will be communicated in the following manner:
- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information night
- Reminders in our school newsletter
- Hardcopy available from school administration upon request
- **FURTHER INFORMATION AND RESOURCES**
- **HEALTH CARE NEEDS**
- **ADMINISTRATION OF MEDICATION**
- **ANAPHYLAXIS POLICY**
- **ASTHMA POLICY**
- **REVIEW AND APPROVAL**

Policy last reviewed	07/07/2021
Approved by	Ann Stratford- Principal
Next scheduled review date	07/07/2024