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 school’s:

- Anaphylaxis Policy
- Asthma Policy

POLICY

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

Diamond Valley College’s trained first aid officers (including expiry date of training) are:

Brent Barbera November 2019
Alexandra Connor November 2019
Eva Dean November 2019
Richard Fox November 2019
Glenys Kidd November 2019
Rachel Psaila November 2019
Sunil Sharma November 2019
Lisa Waddell November 2019
Tania Attard November 2019
Maurice Colin November 2019
Cate Hambling November 2019
Suzanne Hamer November 2019
Murray Knight November 2019
First aid kits

Diamond Valley College will maintain:

- A major first aid kit which will be stored Sick Bay in the Administration building
- Two portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in Sick Bay located in the Administration Building.
- General use and prescribed epipens are located in the General Office and must be collected and signed out/in

Lisa Waddell and a teacher with the appointed extra duty 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 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.

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, Diamond Valley College will notify parents/carers by COMPASS or 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 practical.
November 2019 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 Diamond Valley College will:
  o record the incident on CASES21
  o 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

Related local polices, include Administration of Medication, Anaphylaxis and Asthma

REVIEW CYCLE

This policy was last updated on June 2019 and is scheduled for review in June 2023.