

# 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

Claire	Lee	November 2019
Richard	Oldfield	November 2019
Grant	Sargent	November 2019
Graham	Sinclair	November 2019
Rebecca	Taylor	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/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, 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:
  - 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

Related local policies, 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.