

First Aid Policy

Please note this policy is mandatory and staff are required to adhere to the content

Summary

Table 1 - Document details

Publication date	August 2019
Review date	August 2022
Related legislation/applicable section of legislation	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> • Occupational Health and Safety Regulations 2017 • <i>Common Law Duty of Care</i>
Related policies, procedures, guidelines, standards, frameworks	RSC Anaphylaxis Policy RSC Asthma Policy RSC Medication Policy
Approved by	School Council
Approval date	August 2019
Version	2.0

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1. Purpose

To ensure the school community understands our school's approach to first aid for students. At any one time, a student can have a health condition or care need that could impact on their attendance and participation within school. This can require short or long-term First Aid planning, supervision for safety, routine health and personal care support and occasionally complex medical care needs.

2. Scope

First aid for anaphylaxis and asthma are provided for in our school's:

- Anaphylaxis Policy
- Asthma Policy

For the purpose of this policy, the aims for the provision of first aid within the College are:

- To administer first aid to students and staff when required in a competent and timely manner
- To communicate student's health problems to parents when considered necessary
- Emergency first aid aims to preserve life through:
 - clearing and maintaining open airways
 - restoring breathing or circulation
 - monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
- Protect a person, particularly if they are unconscious
- Prevent a condition worsening
- Promote recovery

Note: The goal of first aid is not to diagnose or treat the condition.

3. Policy

Generally, schools are unable to provide for ill and recuperating students. Teachers require students to have relatively stable health and clear care plans. For example, teachers can safely supervise a child with a chronic health condition such as asthma or diabetes where the individual's health is relatively stable and predictable and care recommendations have been documented and agreed to by the school.

If, however, a student has recently contracted an illness, is infectious and/or needs rest and recuperation, his or her care should be the responsibility of the family.

The school principal will ensure that allocation of staff duties anticipates predictable short and long-term health support needs of students in their care.

First Aid support in the school will be provided in response to unpredictable illness or injury.

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

Rowville Secondary College trained first aid officers are:

- | | | | |
|---|-------------------|-------------------|---------------------|
| • | Stephanie Sear | College Nurse | trained May 2017 |
| • | Tania Cristin | First aid officer | trained August 2018 |
| • | Jan Collins | First aid officer | trained August 2018 |
| • | Tracy Bertacchini | First aid officer | trained May 2017 |
| • | Karen Reinsch | First aid officer | trained May 2017 |
| • | Samantha Palser | First aid officer | trained May 2019 |
| • | Monique Addison | First aid officer | trained June 2018 |
| • | Leanne Brandt | First aid officer | trained May 2017 |

First aid kits

Rowville Secondary College will maintain:

- A major first aid kit which will be stored in each Health Office.
- Minimum of 4 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the Health Office.

College Nurse & First aid officers 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 Health Office 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, Rowville Secondary College will notify parents/carers by completing an illness/injury parent notification and/or contacting parent/emergency contact. 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 Rowville Secondary College will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, report 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.

4. Further information and resources

School policy and advisory guide:

- [Medication Policy](#)
- [Health Care Needs](#)
- [First Aid & Medical emergencies](#)

Rowville Secondary College policies & procedures:

- Asthma Policy
- Dispensing Medication Policy
- Health Care Needs Policy
- Anaphylaxis Policy
- Asthma Policy