

# FIRST AID POLICY



## PURPOSE

To ensure the school community understands to Glen Waverley Secondary College'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 Glen Waverley 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 Glen Waverley Secondary 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). Our EMP includes the expiry dates of the training of our first aid personnel.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan

## First aid kits

Glen Waverley Secondary College will maintain:

- A major first aid kit which will be stored Health Centre.
- 30 portable first aid kit/s situated across all areas of the college which may be used for excursions and camps, The portable first aid kit/s will be stored:
  - **HEALTH CENTRE**
    - Responder Emergency Fully portable kit X 1 – Health Centre – Red bag Burns Kit X 1 – (RESPONDER BAG)
    - Sickbay (Cupboard) – 6 waist bags & 8 Compact portable kits
    - **CAMP / LARGE EXCURSIONS BOX** – Large (soft packs x 12) 12 waist bags (health Centre)
    - **ASTHMA WAIST BAGS (17)** – PE Staff X 12, General Office X 1 & Health Centre X 2, CRT Staff X 2

- **MIDDLE SCHOOL**
  - **BURNS KIT/S** – Food Tech MD 18/19 Main Kitchen Area
  - **General Portable Kit X 1** – (MIDDLE SCHOOL OFFICE)
  - **Bio Box** (UPSTAIRS) – MD 1, PORTABLE KIT X 1
  - **Workplace Portable Kits** – STAFF ROOM 4 X 1 (UPSTAIRS) & MP ½ x 1
- **SENIOR SCHOOL**
  - **General Portable Kit X 1** – (SENIOR SCHOOL COORDINATORS OFFICE)
- **HALL**
  - **Kitchenette** – Portable Workplace Kit X 1
  - **SPORTS STOREROOM** – SPORTS KITS – 13 (large, medium & small hard case kits)
  - **BIO BOX** – General Portable Kit X 1
- **SCI TECH**
  - **SCI TECH main staff room** (DOWNSTAIRS X 1) – WORKPLACE KIT X 1
  - **SCI TECH T8** Trauma Kit X 1 (BACK PREP ROOM) & WORKPLACE KIT X 1 (OFFICE BETWEEN T 8/9)
  - **SCI TECH – Cutting Room**, Trauma Kits X 1
  - **SCI TECH T10** – WORKPLACE (WALL MOUNTED) KIT X 1
  - **MAINTENANCE WORKSHOP**
  - **WORKPLACE MODULE KIT (WALL MOUNTED) X 1**

The Registered school nurse will be responsible for maintaining all first aid kits and contents.

### Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day, they may/will be directed to the school nurse in the health centre to be assessed and monitored by in the sick bay. Depending on the nature of their symptoms, staff or RN 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.

- RN or 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, Glen Waverley Secondary College will notify parents/carers by phone call or email to parents/carers.
- 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 Glen Waverley Secondary College will:
  - record the incident on CASES21 and/or Chronicle entry on Compass
  - 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 provided as a standard first aid strategy as outlined in the Glen Waverley Secondary College’s Medication policy. This is because analgesia/aspirin can mask signs of serious illness or injury.

## COMMUNICATION

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

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 nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

*Health Care Needs,*  
*Administration of Medication,*  
*Anaphylaxis,*  
*Asthma*

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2021
Approved by	Principal
Next scheduled review date	August 2024