



## FIRST AID POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact the College Office on 9561 5811

### PURPOSE

To ensure the Wheelers Hill Secondary College 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 Wheelers Hill SC 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 Wheelers Hill SC 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. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

## First aid kits

Wheelers Hill SC will maintain:

- A major first aid kit which will be stored in the Sick Bay in the Administration area.
- portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the Sick Bay

The General Office 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 the 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, Wheelers Hill SC will notify parents/carers by sending a note home to parents/carers, email or 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.
- 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 Wheelers Hill SC 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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways: Available publicly on our school's website [or insert other online parent/carer/student communication method]

- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy

- Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

## POLICY REVIEW AND APPROVAL

<b>Policy last reviewed</b>	June 2022
<b>Consultation</b>	College Council
<b>Approved by</b>	Principal: Fern Brisbane (Acting)
<b>Next scheduled review date</b>	June 2024

## Appendix A

**STAFF TRAINED IN FIRST AID: 2022**

<b>Staff Member</b>	<b>Training Completed</b>	<b>Date Qualified to</b>
Anderson, Judy	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Badoche, Marie-Helene	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Bragg, Tane	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	16/12/2023
Chhunnu Lal, Asha	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	16/12/2023
Dixon, Andrew	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Ellis, Christopher	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Galli, Michelle	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Harper, Kerry	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	19/12/2021 <b>Expired</b>
Jepson, Holly	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Lam, Man Sing	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Lay, Kerrie	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	16/12/2023
Li, Jun	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	16/12/2023
Mechielsen, Kirsty	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Molan, Nicholas	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	19/12/2021 <b>Expired</b>

Moorman, Paula-Jayne	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	16/12/2023
Novak, Abbey	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Patience, Cameron	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Pousoulis, Yeneo	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Razaai, Khairi	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Robinson, Melissa	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	16/12/2023
Sharpe, Sharon	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Shepherd, Benjamin	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Watson, Adam	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
White, Tracy	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	19/12/2021 <b>Expired</b>
Wilson, Jacinta	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	18/12/2022
Xing, Minzhi Jane	First Aid Level 2 - HLTF311A - Apply First Aid & CPR	16/12/2023