



# Warracknabeal Secondary College

## First Aid Policy

**Child Safety statement:** Warracknabeal Secondary College is committed to child safety (Ministerial Order No. 870) and takes all reasonable steps to ensure that the safety of our students is paramount.

### **Rationale:**

From time to time Warracknabeal 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.

First aid for anaphylaxis is provided for in our school's:

*Anaphylaxis Policy* at <http://warracksc.vic.edu.au/policies.html>

### **Aims:**

To ensure the school community understands our school's approach to first aid for students.

### **Staffing**

The principal will ensure that Warracknabeal Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Warracknabeal Secondary College's trained first aid officers and dates of training are kept electronically in the General Office. These records are maintained by Administration office staff.

### **First aid kits**

Warracknabeal Secondary College will maintain:

- A major first aid kit which are be stored in the Fax Room.
- Two portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits are stored in the Fax Room.

The Office Admin staff 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 General Office First Aid staff. Depending on the nature of their symptoms, staff may place the student into the Sick Bay and monitor their health, or 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, Warracknabeal Secondary College will notify parents/carers by 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, Warracknabeal Secondary 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
  - record incident on Medical Register located in the First Aid Room.

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, including *Health Care Needs, Administration of Medication and Anaphylaxis* are located at <http://warracksc.vic.edu.au/policies.html>.

#### **Evaluation:**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

#### **Ratified by School Council**

Date: March 17<sup>th</sup> 2020

#### **Signed**

Principal:



School Council President:

