



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 Narre Warren South P-12 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 Narre Warren South P-12 College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

We have two qualified nurses on staff who operate and maintain our Sick Bay. A number of other staff in the College hold current First Aid and CPR qualifications. Please refer to the First Aid Training Register for further information.

First Aid Kits

Narre Warren South P-12 College will maintain:

- Significant first aid facilities and supplies in Sick Bay
- Major first aid kits which will be stored in office locations around the College including Science Laboratory, Technology Office, Primary Reception, F Block and the Gym
- Smaller first aid kits are stored in all Primary Classrooms and Secondary Offices
- 20 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

Our nurses 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 our nurses. Depending on the nature of their symptoms, our nurses 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, Narre Warren South P-12 College will notify parents/carers by sending a note home to parents, emailing through Compass or a phone call home.
- 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 practicable.
- 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 Narre Warren South P-12 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

Health Care Needs Policy
Asthma Policy
Anaphylaxis Policy
Administration of Medication Policy
[DET First Aid Policy](#)

REVIEW CYCLE

This policy was last updated in Term 2, 2018 and is scheduled for review in Term 2, 2022.