

First Aid Policy

Date Reviewed	12 th May 2021
Date Implemented	11 th February 2015 – previously Student Injuries, First Aid and Medication Policy
Author	Gail Hardman
Approved By	College Council / Policies sub-committee
Approval Authority (Signature & Date)	Gail Hardman 12/05/2021
Responsible for Review	Kirsty Hare – School Nurse
Review Date	April 2024
References	DET – School Policy Template Portal

PURPOSE

To ensure the school community understands our school's approach to first aid for students. Seymour College has a School Nurse who is employed full time to assist students.

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Seymour College's trained first aid officers on 29th July 2020 are:

Kirsty Hare
Natalie Tennant
Glenda Bullen

Janet McKenzie
Kristie Luckman
Kirsten King

Nam Nguyen
Sophie Jones

First aid kits

Seymour College will maintain:

- Major first aid kits are stored:

Health Centre	Woodwork	Automotive
Primary Campus Manager	Pool	Primary Stadium
Science	VCE Centre	Secondary Stadium

- Seymour College has portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits are stored in the Health Centre.

Our School Nurse 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 Health Centre and monitored by the School Nurse. Depending on the nature of their symptoms, the nurse will 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, Seymour College will notify parents/carers by a telephone 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 Seymour 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.

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 annual staff training
- Discussed an annual staff briefings or meetings
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- Medication Policy www.seymourcollege.vic.edu.au
- Anaphylaxis Policy www.seymourcollege.vic.edu.au
- Asthma Policy www.seymourcollege.vic.edu.au

REVIEW CYCLE

- This policy will be reviewed as part of the College's review cycle.

This policy will be made available on the College's website.

1. This policy was ratified by College Council on

12/05/2021

Child Safe Standards

"Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College's Child Safety Code of Conduct is available on the school's website."