



## PURPOSE

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

## SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

From time to time Crusoe 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.

This policy should be read in conjunction with the advice provided on the Department of Education and Training's School Policy & Advisory Guide webpage and the related policies listed:

<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx>

## Staffing

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

Crusoe College's trained first aid officers are:

Name	Training Completed	Date Qualified To:
Colleen Biggs	Level 2 First Aid	24/05/2020
Rayma Evans	Level 2 First Aid	24/05/2020
Richard Irvine	Level 2 First Aid	24/05/2020
Stephen Donaldson	Level 2 First Aid	24/05/2020
Rohan Harrison	Level 2 First Aid	24/05/2020
Harry Symons	Level 2 First Aid	01/08/2018
Richelle Hollis	Level 2 First Aid	24/05/2020
Ellen McGrath	Level 2 First Aid	24/05/2020
Craig Kelly	Level 2 First Aid	24/05/2020

## First aid kits

Crusoe College will maintain:

- A major first aid kit which will be stored in the college sick bay.
- 7 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.
- A further 7 portable first aid kits will be stored in Learning Community staff spaces, the gymnasium office, the technology office and the food technology kitchen.

Henny Hitchens will be responsible for maintaining all first aid kits in the Learning Communities

Gwenda Pratt will be responsible for maintaining all first aid kits in the sickbay for school excursions.

## 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 and 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, Crusoe College will notify parents/carers by sending a note home to parents/carers; email; Compass notification 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 Crusoe 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

Related policies: including *Health Care Needs, Administration of Medication, Anaphylaxis, Asthma*

- [School Policy and Advisory Guide:](#)
  - [First Aid](#)
  - [First Aid Needs](#)
  - [First Aid Rooms](#)
  - [Major First Aid Kits](#)
  - [Portable First Aid Kits](#)
  - [School Nurses & First Aid Coordinators](#)
- [OHS Management System – First Aid and Infection Control](#), where you can find:
  - [First Aid and Infection Prevention and Control Procedure](#)
  - [First Aid Risk Assessment Template](#)
  - [Guidelines for Hepatitis](#)
  - [First Aid Summary Sheet](#)
  - [First Aid Contents Checklist](#)
  - [Safe Work Procedure-Cleaning and Handling of Blood and Bodily Fluids](#)

[Department of Health and Human Services Disease Information and Advice](#)

## REVIEW CYCLE

This policy was **last updated on 3<sup>rd</sup> July, 2018** and is scheduled for **review in February, 2020**.