**FIRST AID POLICY**

# PURPOSE

To ensure the school community understands Clyde Secondary College’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 Clyde 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.

## Staffing

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

Clyde Secondary College trained first aid officers are: ● Scott Rumble (Assistant Principal)

 ● Staff will be trained upon appointment.

Clyde Secondary College’s trained first aid officers are listed in our Emergency Management Plan (EMP), which also includes the expiry dates of the training. The list will be reviewed as part of the annual review of the EMP.

## First aid kits

Clyde Secondary College will maintain:

* A major first aid kit which will be stored in first aid.
* 2 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:

o in the sick bay

* 4 x first aid bumbags which will be stored in the main staffroom

The Business Manager or Assistant Principal will be responsible for maintaining all first aid kits.

Care for ill students

Students who are unwell should not attend on that day.

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.

Please also refer to the [DET Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3336/) in relation to the latest COVID advice. Further Information can also be sourced at the following link: [*Health and Safety Advice for Schools in the context of Coronavirus (COVID-19)*](https://edugate.eduweb.vic.gov.au/sites/i/Shared%20Documents/Coronavirus/School%20Operations%20Guide/health-advice-term-4.docx)

## First aid management

If there is a situation or incident which occurs at the College at 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, Clyde Secondary College will notify parents/carers by email, phone call or compass notification.
* 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 Clyde Secondary College will:

* + record the incident on CASES21
	+ if first aid was administered in a medical emergency, follow the Department’s [Reporting and Managing School Incidents Policy,](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy) including reporting the incident to the Department’s Incident Support and Operations Centre on 1800 126 126.

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 treatment. 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 staff training
* Included in staff handbook/manual
* Discussed at staff briefings/meetings as required
* Included in transition and enrolment packs

## FURTHER INFORMATION AND RESOURCES

The following school policies are also relevant to this policy:

* Administration of Medication Policy
* Anaphylaxis Policy
* Asthma Policy
* Health Care Needs Policy
* Medication Administration Log
* Medication Authority Form

# POLICY REVIEW AND APPROVAL

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| --- | --- |
| Policy last reviewed  |  March 2024 |
| Approved by  |  Principal  |
| Next scheduled review date  |  March 2028 |