

FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school 9223 1400 and let us know what language you would like translated.

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 Management Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY

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

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan, as well as updated following the provision of Level 2 and or Level 3 training to staff

First aid kits

Charles La Trobe College will maintain:

- A major first aid kit which will be stored in the first aid rooms of each campus
- At least five portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:

1. La Trobe Secondary Campus – first aid room
2. La Trobe Primary Campus – first aid room
3. Olympic Village Primary Campus – first aid room
4. The Pavilion School – East Preston Campus – Admin Office
5. The Pavilion School – Epping Campus – Staff Office Area

Administration team members at each campus, will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department’s policy and guidance on first aid kits – refer to [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 first aid room / sick bay and will be 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 room/sick bay area

Our school follows the Department’s policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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, Charles La Trobe College will notify parents/carers of primary school students by SMS or phone call.
- If first aid is administered for a minor injury or condition, Charles La Trobe College will notify parents/carers of secondary school students by SMS or via a Compass Post.
- 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.
- In the case of any illness/injury, staff members are **NOT required to diagnose** or treat any condition apart from carrying out the appropriate first aid measures. Further treatment must be carried out by qualified Medical Professionals.
- Ill or injured students will NOT be released into their own care, nor can they sign themselves out of the school.
- Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Charles La Trobe College will:

- record the provision of first aid treatment on Compass
- if care was provided in response to a medical emergency or reportable incident, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

Note on suspected head injuries

Head injuries (suspected or obvious) are always taken seriously. When a student presents with a suspected head injury the school will ask the parents/guardians or emergency contact person to collect the child and recommend that advice is sought from a medical practitioner.

In situations involving head injuries where there is doubt as to the severity of the injury, staff are encouraged to call 000, and be guided by the advice of trained medical professionals.

Note on the use of analgesics

In accordance with Department of Education and Training policy, 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

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
- Discussed at staff briefings/meetings as required
- Referred to in transition and enrolment packs
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Management Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2023
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Approved by	Principal
Next scheduled review date	April 2025