

 <h1 style="text-align: center;">FIRST AID POLICY</h1>			File location: U:\PUBLIC\Policies & Procedures\Approved Policies\First Aid Policy.doc
			Authorised by: Principal Approved by School Council: 24/7/19
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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 (to be developed)*

POLICY

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

Horsham College's trained first aid officers are displayed on OHS noticeboards. Horsham College will have two trained staff available in the Administration Office for people to refer students to. A full and current list of trained staff will be kept on the Emergency Management Plan.

First Aid Kits

Horsham College will maintain:

- A major first aid kit which will be stored the First Aid/Sickbay Room in the Wimmera Trade Training Centre, the Staffroom at Alternate Programs and McKenzie Creek campuses
- Portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the :
 - First Aid/Sickbay Room in the Wimmera Trade Training Centre
 - Alternate Programs and McKenzie Creek buses
 - Home Economics Centre, Gymnasium, Technology building and Science area

The Principal's nominee on each campus will be responsible for maintaining all first aid kits.

- Main Campus – Karen Barnes
- Alternate Programs including McKenzie Creek – David Thomas
- Various Learning Areas – Learning Area Heads

Care for Ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they will be directed to the First Aid Officer who will triage the student. The officer may call parents or guardians if necessary and/or place the student in the First Aid/Sickbay Room in the Wimmera Trade Training Centre and monitor them. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student. All actions will be recorded on SEQTA.

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, Horsham College will notify parents/carers via a phone call and record the treatment on SEQTA.
- 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 Horsham 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.
 - Record the incident on SEQTA and first aid recording list if a paper version is available in the first aid kit

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.

FURTHER INFORMATION AND RESOURCES

- *Health Care Needs Policy*
- *Distribution of Medication Policy and Procedures*
- *Anaphylaxis Management Policy*
- *Asthma Policy*

REVIEW CYCLE AND EVALUATION

This policy will be reviewed as part of the school’s review cycle.

