



# FIRST AID POLICY

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Authorised by: **Principal**

Approved by School Council:  
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Page Number: 1 of 2



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College.

## 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 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.

The list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

### First Aid Kits

Horsham College will maintain:

- A major first aid kit which will be stored the First Aid/Sickbay Room, Administration Office, 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 at the Administration Office
  - 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

The nominated staff member will ensure 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 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 Administration Office 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 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, 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 is administered to a student resulting from a student incident, injury or illness, Horsham College will:
  - record the provision of care on eduSafe Plus. If the care is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
  - 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.

- Record the incident on SEQTA and first aid recording list if a paper version is available in the first aid kit

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 school website
- included in staff induction processes
- included in our staff handbook
- included in transition and enrolment packs
- included in student diaries so that it is easily accessible to parents, carers and students
- annual reference in school newsletter
- discussed at student forums/through communication tools
- 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 Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

## REVIEW CYCLE AND EVALUATION

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