



First Aid Policy

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 Dohertys Creek P-9 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 Dohertys Creek P-9 College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Dohertys Creek P-9 College's trained first aid officers are:

Staff Name	Training Date
Heather-May Buzza	03/08/2019
Kate Di-Battista	01/02/2018
Kirstyn Eadie	27/03/2019
Virginia Jowett	18/08/2017
Beatrice Lobo	03/03/2020
Samantha McDonald	17/12/2018
Ian Wren	17/12/2018
Brianna Morelli	17/12/2018
Abbey O'Mara	01/09/2018
Latha Ruttala	23/02/2019
Swati Sharma	21/03/2020
Rhiannon Swallow	29/05/2018
Jiale (Janelle) Wu	01/05/2019

First aid kits

Dohertys Creek P-9 College will maintain:

- A major first aid kit which will be stored the first aid room cupboard.
- 3 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 room.
- Classroom first aid kits.
- Yard duty bags will also have a basic stock of first aid supplies (eg. Band-aids) for treatment of minor injuries

The first aid officer will be responsible for maintaining all first aid kits & supplies in yard duty bags.

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 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, Dohertys Creek P-9 College will notify parents/carers by sending an email to parents/carers.
- 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 Dohertys Creek P-9 College will:
 - record the incident on CASES21 and Compass
 - 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

- Health care Needs Policy
- Administration of Medication Policy
- Asthma Policy
- Anaphylaxis Policy

REVIEW CYCLE

This policy was last updated on 29th May, 2020 and is scheduled for review in May 2023