

## COLAC SECONDARY COLLEGE

### FIRST AID POLICY

#### PURPOSE

To ensure the school community understands our school's approach to first aid for students. First aid for anaphylaxis and asthma are provided for in our school's:

- Anaphylaxis Policy
- Asthma Policy

#### POLICY

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

Colac Secondary College's trained First Aid Officers are listed on the first aid trained Staff Register.

#### First aid kits

Colac Secondary College will maintain:

- A major first aid kit which will be stored in the First Aid Room
- Basic first aid kits are maintained in the First Aid Room and stored within year level community buildings
- 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 and year level community buildings

The First Aid Officer will be responsible for maintaining all 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 Officer and monitored. 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.

- If first aid is administered for a minor injury or condition, Colac Secondary College will notify parents/carers via phone call
- 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 **serious first aid treatment** has been administered to a student, Colac Secondary College will:
  - Record the provision of first aid treatment on Compass and Edusafe Plus
  - 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.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored in the college First Aid Room or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

## EVALUATION

This policy will be reviewed every three to four years or more frequently if necessary due to changes in regulations or circumstances.

Council Approval date	March 2024
Review date	2027
DET/VRQA required	Yes