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# FIRST AID POLICY

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## PURPOSE

To ensure the school community understands our school's approach to first aid for students across all school campuses.

## SCOPE

First aid for anaphylaxis and asthma are provided for in our schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

This policy applies across all school campuses.

From time to time Footscray High School 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 Assistant Principal Operations will ensure that Footscray High School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Appendix 1 includes a list of the first aid trained staff across all school campuses.

## First Aid Kits

**Kinnear Campus** will maintain:

- A major first aid kit which will be stored in each First Aid room
- Portable first aid kits which may be used for excursions, camps, or yard duty
- The portable first aid kit/s will be stored:
  - First Aid
  - Staff room
- The first aid officer at will be responsible for maintaining all first aid kits.

**Barkly Campus** will maintain:

- A major first aid kit which will be stored in First Aid room.
- Portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
  - First Aid
  - Staff room

**Pilgrim Campus** will maintain:

- A major first aid kit which will be stored in First Aid room.
- Portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
  - First Aid
  - Staff room

The first aid officer at 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 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, Footscray High School will notify parents/carers by Compass notification and/or by phone call to parent if determined required by First Aid Officer and/or Assistant Principal Operations.
- 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 practicable.

- The First Aid Officer/s across all school campuses 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 Footscray High School will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, report the incident to the Department's incident Support operations Centre on 1800 126 126.

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**

- Appendix 1: Staff first aid trained Kinnear, Barkly and Pilgrim Campuses
- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Health Care Needs Policy
- Medication Administration Log
- Medication Authority Form

## **REVIEW CYCLE**

This policy was last updated in November 2020 and is scheduled for review in August 2022.

## APPENDIX 1

### Kinnear Campus

Staff Member	Qualification	Training Completion	Date Qualified To
Sally Ward	HLTAID003 Provide First Aid	03-10-17	03-10-20
Louise Ridley	HLTAID003 Provide First Aid	14-02-18	14-02-21
Isabel Arjona	HLTAID003 Provide First Aid	06-07-18	06-07-21
<i>Monica Milne</i>	HLTAID003 Provide First Aid	01-06-18	01-06-21
Kellie Catanese	HLTAID003 Provide First Aid	15-11-17	15-11-20
Mark Komp	HLTAID003 Provide First Aid	15-11-17	15-11-20
Stephanie Patterson	HLTAID003 Provide First Aid	15-11-17	15-11-20
Martha Cantwell	HLTAID003 Provide First Aid	15-11-17	15-11-20
Ryan McGhie	HLTAID003 Provide First Aid	15-11-19	15-11-22
Debbie Armstrong	HLTAID003 Provide First Aid	19-08-17	19-08-20
Yolanda Sipin	HLTAID003 Provide First Aid	27-11-17	27-11-20
Timotei Schubert	HLTAID003 Provide First Aid	09-12-17	09-12-20

### Barkly Campus

Staff Member	Qualification	Training Completion	Date Qualified To
Ashley Dawson	HLTAID003 Provide First Aid	15-11-17	15-11-20
Aaron Boyle	HLTAID003 Provide First Aid	15-11-17	15-11-20
Susan Hansen	HLTAID003 Provide First Aid	20-09-19	20-09-22
Alyson Cooper	HLTAID003 Provide First Aid	08-12-19	08-12-22
Lee Rischitelli	HLTAID003 Provide First Aid	08-12-19	08-12-22
Sarah De Barros	HLTAID003 Provide First Aid	08-12-19	08-12-22
Dianne Neilson	HLTAID003 Provide First Aid	08-12-19	08-12-22
Donna Baker	HLTAID003 Provide First Aid	08-12-19	08-12-22

### Pilgrim Campus

Staff Member	Qualification	Training Completion	Date Qualified To
Ryan McGhie	HLTAID003 Provide First Aid	15-11-19	15-11-22
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- Please note additional training will be held in Term 4, 2020.
- Ryan McGhie will be removed from Kinnear Campus commencing 2021