

# 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 are provided for in our school's:

- Anaphylaxis Policy
- Asthma Policy

## Policy

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

Hallam Senior College's trained first aid officers are:

John Ackers	Riane Tangimama	Level 2 completed 13 June 2018
Steven Adams	Lizl Tregidga (and level 3 to 17/11/19)	
Lori Benis	Joe Varga	
Katrina Davidson	Stewart Tannock	
Alan Burnell	Janelle Williams	
Selena Jordan	Jason Tickner	
Emma Morgan	Leanda Bunn	
Jesse Morgan	Mark Ammerman	
<b>Adine O'Brien (First Aid Officer / school official)</b>	Mark Gelderbloem	
Sharon Sivyour		
L. Clarkson (level 3)	B. Carlos (level 3)	Level 3 completed 17/11/2016
J. Fardell (level 3)	T. McIntosh (level 3)	
M. Dalforno	D. Crew	Level 2 completed 8/12/16
S. Goding	A. Muxworthy	
B. Bowling	R. Bowman	
S. Eldin	A. Glare	
J. Maddern	S. Morra	
S. O'Sughrue	M. Peresso	

## Hallam Senior College: First Aid Policy

(Continued)

### First aid kits

Hallam Senior College will maintain:

- A major first aid kit which will be stored at the General Office and 12 others at different locations in the college (e.g sub school offices, technology rooms).
- 2 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored at the General Office:

Adine O'Brien 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 sick bay 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.
  - The College recommends that all students have personal accident insurance and ambulance cover.
- 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, Hallam Senior College will notify parents/carers by telephone.
- 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 Hallam Senior 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.

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

[Insert links to related local policies, including *Health Care Needs*, *Administration of Medication*, *Anaphylaxis*, *Asthma* [Schools should have an Asthma Policy in place if they have a student enrolled who has been diagnosed with asthma. Delete if your school does not have an Asthma Policy]

### Review cycle

Date of Review	24 August 2018
Review Team	G. Brown, D. Caughey, J. Lyall, A. O'Brien
Date of next review	August 2021
Links / resources	School website for: <ul style="list-style-type: none"><li>• Asthma Policy</li><li>• Anaphylaxis Policy</li><li>• Health Care Needs Policy</li><li>• Administration of Medication Policy</li></ul>