

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 Box Hill Senior 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 Box Hill Senior Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Box Hill Senior Secondary College's HLT AID 003 trained first aid officers are:

- Date trained 22/06/2017 (Expiry 22/06/2020): Steve Kennedy
- Date trained 28/11/2017 (Expiry 28/11/2020): Myles Ashton, Darryl Bayliss, Michael Bellm, Michelle Clark, Andrew Delfinis, Jim Hooper, Therese Larkins, Kwong Lim, Trevor Little, Jennifer Look, Chris Matthews, Natalie Murray, Joel Octigan, Verena Rust, Peter Taylor, Sandra Toohey, James Wallace, Simon Wilson & Andrea Wood
- Date trained 2/12/2015 (Expiry 2/12/2018): Anna Ganotis, Zoran Nikolic & Geraldine O'Sullivan

First aid kits

Box Hill Senior Secondary College will maintain:

- A major first aid kit which will be stored the First Aid Room (Administration).
- 6 portable first aid kits that may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - First Aid Room, MYSC, Sports Office and PE Office.

Verena Rust, Jenny Look and Steve Kennedy 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 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, Box Hill Senior Secondary College will notify parents/carers by sending a note home to parents/carers, email or 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 first aid treatment has been administered to a student Box Hill Senior Secondary 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

BHSSC Anaphylaxis and Asthma Policies, BHSSC First Aid and Infection Prevention and Control Procedure, BHSSC First Aid Risk Assessment, BHSSC First Aid Summary Sheet, BHSSC Safe Work Procedure – Cleaning and Handling of Blood and Bodily Fluids, DET School Policy and Advisory Guide Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2017, WorkSafe Compliance Code – First Aid in the Workplace

Review cycle

This policy was noted at College Council on September 11 2018, then updated on 12 September 2018 and is scheduled for review in September 2022.