



# First Aid Policy

## PURPOSE

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

## SCOPE

Details on First Aid for anaphylaxis and asthma is provided for in our college's *Anaphylaxis Policy* and *Asthma Policy*. This policy should be read in conjunction with the *Administration of Medication* and *Student Health Care Needs policies*.

## POLICY

From time to time Bendigo Senior Secondary College (BSSC) 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 BSSC has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

An accurate database of all of BSSC's trained first aid officers will be maintained by the First Aid Coordinator.

## First aid kits

BSSC will maintain:

- A major first aid kit which is stored in the Sick Bay, located in the Student Services Centre
- 11 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits are stored in:
  - Student Services Centre
  - NETschool
  - General Office
  - First Aid Coordinator desk
- 29 First Aid cabinets, containing basic First Aid supplies, including Ventolin. The First Aid cabinets are located in:
  - General Office

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Dated: May 2018

Person Responsible: Student Wellbeing Manager

Endorsed by College Council: Not required

Review: Every 2 years

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

- G block – Maths office
- G block – Student Support Office
- Multimedia
- Language Centre – Main Office
- C block – Library office
- C block – Staffrooms (2)
- Staff Centre
- B clock – Back office
- Trade Training Centre (6)
- Police Barracks
- E block (3)
- Gymnasium
- P block (2)
- NETschool (2)
- Ulumbarra kitchen
- Ulumbarra classroom
- Drama/dance room
- D block staffroom

The First Aid Coordinator is 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.
- 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 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

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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 BSSC will:
  - record the incident on the BSSC Compass Student portal, and in cases of injury, this will also be added 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 standard first aid treatments. This is because they can mask signs of serious illness or injury.

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