

First Aid Policy

“Mount Eliza Secondary College is committed to safe and wellbeing of all children and young people. This will be our primary focus of our care and decision making.”

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 the following Mount Eliza Secondary College policies:

- Anaphylaxis Policy
- Asthma Policy

POLICY

From time to time Mount Eliza Secondary College staff might need to administer first aid to students at school or on 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 Mount Eliza Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Mount Eliza Secondary College’s trained first aid officers are listed in our Emergency Management Plan and updated annually.

First aid kits

Mount Eliza Secondary College will maintain:

- All first aid kits which will be stored in the file room in Administration

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 on 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, Mount Eliza Secondary College will notify parents/carers by phone call, sms or email.
- 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 Mount Eliza 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.

REVIEW CYCLE

This Policy was approved in 2019 and is due for Review in 2023.