



# FIRST AID POLICY

## PURPOSE

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

## SCOPE

First aid for anaphylaxis are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

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

Alkira Secondary College's trained first aid officers are:

Staff Member	Training	Date Qualified To
Terry Contantinou	iVET Institute	19/2/2021
Mike Jaremczuk	CBD College	19/2/2021
Steve Ware	Binicle Training College	10/10/2020
Ozlem Alpcan	iVET Institute	01/09/2022
Ben Baas	iVET Institute	01/09/2022
Andrew Brehaut	iVET Institute	01/09/2022
Scott Chiswell	iVET Institute	01/09/2022
Rachael Cornell	iVET Institute	01/09/2022
Belinda Dutton	iVET Institute	01/09/2022
Bharti Goel	iVET Institute	01/09/2022
Stephanie Heppel	iVET Institute	01/09/2022
Iqbal Kaur	iVET Institute	01/09/2022
Avril Kincel	iVET Institute	01/09/2022

Michelle McCreesh	iVET Institute	01/09/2022
Glenn Miranda	iVET Institute	01/09/2022
Jenny Moore-Carter	iVET Institute	01/09/2022
Nalini Naidu	iVET Institute	01/09/2022
Yvette Nicholas	iVET Institute	01/09/2022
Rebecca Oliphant	iVET Institute	01/09/2022
Jarryd Pack	iVET Institute	01/09/2022
Rishi Prasad	iVET Institute	01/09/2022
Kim Sanders	iVET Institute	01/09/2022
Rama Shriram	iVET Institute	01/09/2022
Carl Simonsen	iVET Institute	01/09/2022
Cathy Stephenson	iVET Institute	01/09/2022
Rob Stevens	iVET Institute	01/09/2022
Summer Tao	iVET Institute	01/09/2022
Qing Tian	iVET Institute	01/09/2022
Meng Tong	iVET Institute	01/09/2022
Jibu Varghese	iVET Institute	01/09/2022
Kate Walsh	iVET Institute	01/09/2022

### First aid kits

Alkira Secondary College will maintain:

- A major first aid kit which will be stored in the Sick Bay and the Office storeroom
- Eight portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the Office Storeroom.
- Each building will have a small first aid kit for minor incidents.

The First Aid Officer 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 need to report to the Positive Climate for Learning Office in the Green Building who will support the student and contact the First Aid Officer who will contact parents/carers or an emergency contact person to ask them to collect the student. They will direct them to the sick bay at the college and monitored by the First Aid Officer until they are picked up from school.

## 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, Alkira 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 Alkira 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

Staff should consult Compass or the main staffroom for individual needs and the following policies: *Health Care Needs, Administration of Medication, Anaphylaxis, Asthma.*

## REVIEW CYCLE

This policy was last updated on April 2020 and is scheduled for review in April 2024.