



Wyndham Central College

FIRST AID POLICY

PURPOSE

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

SCOPE

First aid information for anaphylaxis and asthma are provided for in our schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

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

A list of Wyndham Central College trained first aid officers are located in the sick bay and the OHS noticeboard.

First aid kits

Wyndham Central College will maintain:

- A stocked First Aid/sick bay room in the Melbourne Administration building.
- First aid kits are available from sick bay, upon request, for excursions and camps.

First aid kits are also located in the following areas:

Design Technology store
Trade Training Centre
Science store
Foods store
Gymnasium
Federation building
Deakin building
Monash building

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 may be directed to 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, 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, Wyndham Central College will notify parents/carers by:
Documenting the date, time, nature and treatment involved in the incident on Compass and CASES21.
Should any type of head injury occur, parents will be notified by phone as soon as possible and the incident will be documented on Cases21 and Compass.
- 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 Wyndham Central College will:
 - record the incident on CASES21 and Compass as soon as possible.
 - if first aid was administered in a medical emergency, inform Principal class who will 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.

REVIEW CYCLE

This policy was last updated on 1st August 2018 and is scheduled for review in 3 years.