

## FIRST AID POLICY



### **Help for non-English speakers**

If you need help to understand the information in this policy, please contact Mount Alexander College on 9376 1622.

## **PURPOSE**

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

## **SCOPE**

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

- *Anaphylaxis Policy*
- *Asthma Policy*

## **POLICY**

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

Our school's up to date trained first aid officers are listed in our Emergency Management Plan.

This list is reviewed biannually.

### **First Aid Kits**

Mount Alexander College has a first aid room stocked with supplies, currently located near the General Office Area. A first aid room is also located in the Debney Meadows Senior Student Campus next to the staff room. The college will maintain portable first aid kits that may be used for excursions, camps, or yard duty. The First Aid Officer will be responsible for maintaining all first aid kits. First aid kits will also be stored around the school:

Room	Location
Heads of House Office	Murdoch Room
Gymnasium	Gym staff room
Food Tech	GO10
First floor staff room	A102

Portables area	Staff room in Portables
First Aid room	Debney Meadows Senior Student Campus

## 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 first aid room. At the Debney Meadows Senior Student Campus the ES staff will supervise the unwell student in the allocated First Aid area.

The first aid room/s includes a space where ill students can rest comfortably and in privacy while being 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.

Please also refer to the [DET Operations Guide](#) in relation to the latest COVID advice. Further Information can also be sourced at the following link: [Health and Safety Advice for Schools in the context of Coronavirus \(COVID-19\)](#).

## 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, Mount Alexander College staff will notify parents/carers by phone call.
- If first aid is administered for a serious injury or condition, or in an emergency, 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 Alexander College will:
  - Document in First Aid Log located in First Aid room
  - Record the incident on CASES21
  - if first aid was administered in a medical emergency, follow the Department’s [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department’s Incident Support and Operations Centre on 1800 126 126.

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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff induction processes and staff training

- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required

## OTHER INFORMATION AND RESOURCES

- Health Care Needs Policy
- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Medication Administration Log
- Medication Authority Form

The following links are relevant in relation to the latest COVID advice:

- [DET Operations Guide](#)
- [Health and safety advice for all Victorian schools](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	20 June, 2022
Approved by	Principal
Next scheduled review date	October 2025