



## Broadford Secondary College

# FIRST AID

## Policy and Procedure

***Broadford Secondary College actively promotes the safety and wellbeing of all students. All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including Child Safe Standards.***

Date Implemented	November 2020
Author	Ann Brown & Natalie Tonkin
Approved By	Tania Pearson
Approval Authority (signature & date)	Principal 22 /10/2020
Date Reviewed	October 2020
Responsible for Review	First Aid Officers
Review Date	September 2021
References	DEECD

### **PURPOSE**

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

### **SCOPE**

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

- *Anaphylaxis Policy*
- *Asthma Policy*
- *Diabetes Policy*

### **POLICY**

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

Broadford Secondary College's trained first aid officers are:

- Natalie Tonkin
- Ann Brown

Other trained staff are:

- Karen Docherty
- Joanne Elsdon
- Narelle Milner

### **First aid kits**

Broadford Secondary College will maintain:

- A major first aid kit which will be stored in the First aid room/Sickbay.
- 10 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
  - In the First Aid Officers office

Ann Brown and Natalie Tonkin 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 the sick bay/first aid room 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 minor injury or condition, Broadford Secondary College will notify parents/carers by recording on 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 Broadford Secondary College will:
  - record the incident on Compass
  - 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.

### **Covid-19 Management**

Broadford Secondary College in line with the Education Department requirements, has implemented a COVIDSAFE Plan. This plan will be followed in relation to any suspected cases of Covid-19 within the school. First aid staff are trained on how to minimise the risks associated with Covid-19.

The schools Covid-19 Safety Management Plan can be found on the schools website.

### **FURTHER INFORMATION AND RESOURCES**

- Health Care Needs
- Administration of Medication
- Anaphylaxis
- Asthma
- Diabetes