



# FIRST AID POLICY

## 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 our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

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

McClelland College's trained first aid officers are:

First Name	Last Name	Course Completed 2017	Training Date	Course Completed 2018	Training Date	Course Required 2019
Robyn	Andrews	HLTAID001	17/05/2017	HLTAID003	09/05/2018	HLTAID001
Katherine	Bevis	HLTAID003	18/05/2017	-	-	HLTAID001
Christopher	Bird	-	-	HLTAID003	09/05/2018	HLTAID001
Sharon	Bucher	HLTAID003	18/05/2017	HLTAID001	09/05/2018	HLTAID001
Lisa	Carroll	HLTAID001	17/05/2017	HLTAID001	09/05/2018	Unknown
Michelle	Cleland	HLTAID003	18/05/2017	-	-	HLTAID001
Katherine	Collins	HLTAID001	17/05/2017	-	-	Unknown
Clare	Crerar	-	-	HLTAID003	09/05/2018	HLTAID001
Sarah	Davidson	-	-	HLTAID003	09/05/2018	HLTAID001
Matthew	Dawson	-	-	HLTAID003	09/05/2018	HLTAID001
Kara	Dunstan	-	-	HLTAID003	09/05/2018	HLTAID001
Melinda	Dunston	HLTAID003	18/05/2017	-	-	HLTAID001
Nicole	Ferra	HLTAID003	18/05/2017	HLTAID003	09/05/2018	HLTAID001
Brenton	Foley	-	-	HLTAID003	09/05/2018	HLTAID001

Alison	Fox	HLTAID001	17/05/2017	HLTAID003	09/05/2018	HLTAID001
Tracey	Hadfield	HLTAID001	17/05/2017	-	-	Unknown
Danielle	Harry	HLTAID003	18/05/2017	HLTAID001	09/05/2018	HLTAID001
Gary	Hofert	-	-	HLTAID003	09/05/2018	HLTAID001
Jennifer	Holt	HLTAID003	18/05/2017	-	-	HLTAID001
Frances	Italia	-	-	HLTAID003	09/05/2018	HLTAID001
Brendan	Hackett	HLTAID003	18/05/2017	-	-	HLTAID001
Marlea	Joyce	HLTAID003	18/05/2017	HLTAID001	09/05/2018	HLTAID001
DAVID	L'HUILLIER	HLTAID003	18/05/2017	-	-	HLTAID001
Andrew	Long	HLTAID003	18/05/2017	-	-	HLTAID001
Hamida	Lutfi	-	-	HLTAID003	09/05/2018	HLTAID001
Joel	Malcolm	-	-	HLTAID003	09/05/2018	HLTAID001
Jodie	McCabe	-	-	HLTAID003	09/05/2018	HLTAID001
Thelma	McFarlane	HLTAID003	18/05/2017	-	-	HLTAID001
Laura	Murphy	HLTAID003	18/05/2017	HLTAID003	09/05/2018	HLTAID001
Toni	Osborne	-	-	HLTAID003	09/05/2018	HLTAID001
Melissa	Piper	HLTAID003	18/05/2017	HLTAID003	09/05/2018	HLTAID001
Marley	Richards	HLTAID001	17/05/2017	-	-	Unknown
Emabye	Saccaram	-	-	HLTAID003	09/05/2018	HLTAID001
Stephen	Shaw	HLTAID003	18/05/2017	-	-	HLTAID001
Eloise	Turner	HLTAID003	01/06/2017	-	-I10	HLTAID001
Joanne	Walker	HLTAID003	18/05/2017	-	-	HLTAID001
Jacqueline	Woods	-	-	HLTAID003	09/05/2018	HLTAID001

## First aid kits

McClelland College will maintain:

- A major first aid kit which will be stored in the first aid room.
- 9 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
  - Library

Reception 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 via school reception 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, McClelland College will notify parents/carers by phone.
- 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 McClelland 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

See school policy register.

## REVIEW CYCLE

This policy was last updated on 18 September 2018 and is scheduled for review in September 2020.