



FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the School on 57612777.

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 schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Benalla P-12 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 Benalla P-12 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 trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

Benalla P-12 College's trained first aid officers are:

- **Avon Campus x 2**

Dianne McKenna	Emergency First Aid (Expiry 26/4/22)	CPR (Expiry 23/4/22)
Karen Amarant	Provide First Aid (Expiry 15/9/23)	CPR (Expiry 15/9/22)
Nardia Holmes	Emergency First Aid (Expiry 19/5/21)	CPR (Expiry 19/5/22)
- **Clarke Campus x 2**

Kym Gracie	Provide First Aid (Expiry 15/9/23)	CPR (Expiry 15/9/22)
Scott Greig	Provide First Aid (Expiry 26/4/22)	CPR (Expiry 6/5/22)
- **Waller Campus x 4**

Terri Dodman	Provide First Aid (Expiry 15/9/23)	CPR (Expiry 15/9/21)
Vanessa Neilson	Provide First Aid (Expiry 23/4/23)	CPR (Expiry 6/5/22)
Danielle Milvain	Provide First Aid (Expiry 23/4/23)	CPR (Expiry 23/4/22)
Elsbeth Gawley	Provide First Aid (Expiry 23/4/23)	CPR (Expiry 23/4/22)
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- **Faithfull Campus x 6**

Kate Leith	Provide First Aid (Expiry 15/9/23)	CPR (Expiry 15/9/21)
Mayumi Burke	Provide First Aid (Expiry 15/9/23)	CPR (Expiry 15/9/22)
Amy Green	Provide First Aid (Expiry 6/5/2024)	CPR (Expiry 6/5/22)
Elyse Felstead	Emergency First Aid (Expiry 6/5/24)	CPR (Expiry 24/2/22)
James Carboon	Provide First Aid (Expiry 6/5/24)	CPR (Expiry 6/5/22)
Lachlan Alexander	Provide First Aid (Expiry 10/12/21)	CPR (Expiry 23/4/21)

First aid kits

Benalla P-12 College will maintain:

- A major first aid kit which will be stored in the General Office each Campus
- A minimum number of portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the General Office of each campus, and PE Department at Faithfull Campus.
 - Avon - will have a minimum of 4 first aid kits
 - Clarke – will have a minimum of 4 first aid kits
 - Waller - will have a minimum of 6 first aid kits
 - Faithfull - will have a minimum of 8 first aid kits

The first aid officers on each campus will be responsible for maintaining all first aid kits.

- Avon Campus – Karen Amarant
- Clarke Campus – Kym Gracie
- Faithfull Campus – Kate Leith (General Office) & Elyse Felstead (PE)
- Waller Campus – Terri Dodman (General Office) & Vanessa Neilson (PE)

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 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, Benalla P-12 College will notify parents/carers by sending home a note or by phone call (if deemed necessary).
- 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 Benalla P-12 College will:

- record the incident on CASES21
- if first aid was administered in a medical emergency, report the incident to the Department's [Reporting and Managing School Incidents Policy, including reporting the incident to the Department's Incident Support and Operations Guide on 1800126126.](#)

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.

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
- Available to staff on Compass.
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES AVAILABLE ON THE SCHOOL WEBSITE

Health Care Needs, Administration of Medication, Anaphylaxis, Asthma

BASIS FOR DISCRETION:

The basis for discretion lies with the Principal as an operational matter.

The principal or delegate will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.

<i>Compulsory</i>	<i>School Council Ratification Required</i>	<i>Date Implemented</i>	<i>Reviewed</i>	<i>Due for Review</i>
Yes	No	2013	June 2021	June 2024