



# FIRST AID POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact any campus office.

## 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**

Karen Amarant	Provide First Aid (Expiry 27/1/25)	CPR (Expiry 29/1/25)
Nardia Holmes	Provide First Aid (Expiry 13/9/24)	CPR (Expiry 29/1/25)
- **Clarke Campus x 2**

Leanne Wells	Provide First Aid (Expiry 30/1/26)	CPR (Expiry 29/1/25)
Kellie Lindsey	Provide First Aid (Expiry 29/1/25)	CPR (Expiry 29/1/25)
- **Waller Campus x 4**

Therese Harman	Provide First Aid (Expiry 30/1/26)	CPR (Expiry 29/1/25)
Vanessa Neilson	Provide First Aid (Expiry 22/6/26)	CPR (Expiry 22/6/24)
Danielle Milvain	Provide First Aid (Expiry 22/6/26)	CPR (Expiry 22/6/24)
Elsbeth Gawley	Provide First Aid (Expiry 27/1/25)	CPR (Expiry 29/1/25)
- **Faithfull Campus x 6**

Patricia Burns	Provide First Aid (Expiry 27/1/25)	CPR (Expiry 29/1/25)
Leanne Fry	Provide First Aid (Expiry 29/1/27)	CPR (Expiry 29/1/25)
Ashton Tanner	Provide First Aid (Expiry 30/1/26)	CPR (Expiry 29/1/25)
Kym Rankin	Provide First Aid (Expiry 27/1/25)	CPR (Expiry 29/1/25)
Jason Humphries	Provide First Aid (Expiry 27/1/25)	CPR (Expiry 29/1/25)
Lachlan Alexander	Provide First Aid (Expiry 27/1/25)	CPR (Expiry 29/1/25)

This list is reviewed annually.

## 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 4 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 – Leanne Wells
- Faithfull Campus – Patrica Burns, (General Office) & Lachlan Alexander (PE)
- Waller Campus – Therese Harman (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.

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

## 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

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

## 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.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2024
Approved by	Principal
Next scheduled review date	May 2025