



Hopetoun P-12 College

First Aid Policy

Updated February 2022

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 Hopetoun 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 all Hopetoun P-12 College staff are provided with the opportunity to access first aid training annually.

Hopetoun P-12 College's trained first aid officers will assign first aid responsibilities to two trained staff members each year.

Hopetoun P-12 College's trained first aid officers will be identified as part of the annual staff duties process.

First aid kits

Hopetoun P-12 College will maintain:

- A major first aid kit which will be stored in an accessible location that is clearly signed.
- Two portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in an accessible location that is clearly signed.

Two members of staff will be nominated to be responsible for maintaining all first aid kits and arranging for the kits to be thoroughly checked and refilling on an annual basis"

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 office then 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.
- Whenever first aid treatment has been administered to a student Hopetoun P-12 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 Incident Support and Operations centre (ISOC) on 1800 126 126.
- If first aid is administered for a minor injury or condition, Hopetoun P-12 College will notify parents/carers by sending an email message via 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 as well as send the Compass report to parents by email.
- All head injuries are to be recorded on Compass and CASES21 and should be emailed to parents, especially for primary aged students, or phoned if it is serious.
- 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.

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

Related Information and Policies:

- Health Care Needs
- Anaphylaxis Policy
- Asthma Policy
- Medication Policy

REVIEW CYCLE

This policy was last updated on 9th February 2022 and is scheduled for review in 2025.