

## **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 Northern Bay College's:

- *Anaphylaxis Policy*
- *Asthma Policy*

## **POLICY**

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

Northern Bay College is compliant with the Department of Education and Training work place ratios in the amount of trained first aid officers at each campus. Each campus maintains its own register.

## **First Aid Kits**

Northern Bay College will maintain:

- A major first aid kit which will be stored in the First Aid Room at each campus.
- An appropriate amount of portable first aid kit/s (per campus as per the Department of Education and Training work place ratios) which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in the:
  - First Aid Room

First Aid Officers / College Practice Nurse 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 / Front Office 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, Northern Bay College will notify parents/carers by school level process, i.e. sending a note home to parents/carers, phone call, email or a text message].
- 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, Northern Bay College will:
  - record the incident on CASES21 as required by DET. (First Aid staff on campuses with no access to CASES 21 will provide office staff with the required information for CASES 21)
  - Record on Compass as required for attendance information
  - 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 standard first aid treatments. This is because they can mask signs of serious illness or injury.

**NBC: *The exception to this guidance, is when after discussion with a parent /carer a Medication Authority form is signed and an over the counter analgesic (supplied by the parent / carer) is kept locked up and may be administered once only during the school day and the parent / carer is informed.***

### FURTHER INFORMATION AND RESOURCES

The Department of Education and Training work place ratios

NBC Anaphylaxis Policy

NBC Asthma Policy

### REVIEW CYCLE

This policy was last updated on 15/05/2019 and is scheduled for review in September 2022.