

# GREATER SHEPPARTON SECONDARY COLLEGE

## FIRST AID POLICY

|                         |                   |                           |                   |
|-------------------------|-------------------|---------------------------|-------------------|
| Approval Date:          | June 2022         | Approved by:              | School Leadership |
| Review Cycle:           | Three (3) years   | Next Review Date:         | June 2025         |
| Responsible for Review: | School Leadership | Initial Endorsement Date: | June 2019         |

### PURPOSE

To ensure the school community understands the Greater Shepparton Secondary College's approach to first aid for students on all campuses.

### SCOPE

First aid for anaphylaxis and asthma is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

### POLICY

From time to time Greater Shepparton Secondary 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 Executive Principal will ensure that Greater Shepparton Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Greater Shepparton Secondary College trained first aid officers are outlined in the EMPs for each campus.

#### First aid kits

Greater Shepparton Secondary College will maintain:

- A major first aid kit which will be stored in the First Aid Room at each campus.
- For the main campus, six portable first aid kits which may be used for excursions, camps, or yard duty per neighborhood. The portable first aid kits will be stored at the office for each Neighborhood office and the main office.
- At the McGuire campus, three portable first aid kits which may be used for excursions, camps, or yard duty will be stored in the staff office.

The designated First Aid Officer for each neighborhood, campus, or alternate setting 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 primary or sub first aid room at each neighborhood or campus and monitored by staff. At the McGuire Campus, the student will be directed to the First Aid room located in the staff room. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

Please also refer to the [DET Operations Guide](#) in relation to the latest COVID advice. Further Information can also be sourced at the following link: [Health and Safety Advice for Schools in the context of Coronavirus \(COVID-19\)](#).

## First aid room/sick bay area

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

The first aid rooms on all campuses includes a space where ill students could rest comfortably and in privacy while being monitored by staff.

## 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 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 Greater Shepparton Secondary College will:
  - record the provision of care on eduSafe Plus. If the care is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
  - if care was provided in response to a medical emergency or reportable incident, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

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 process and training

## FURTHER INFORMATION AND RESOURCES

Health Care Needs

Administration of Medication

Anaphylaxis

Asthma

The Department's Policy and Advisory Library (PAL):

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