



# Mount Erin College

## First Aid Policy

### Child Safe Standards

Mount Erin College is a Child Safe School. Our College is committed to safety and wellbeing of all children and young people. We value all students as individuals and their diversity. This will be the primary focus of our care and decision making.

Mount Erin College is committed to providing a Child Safe environment where children and young people are valued and feel safe, and their voices are heard about decisions that affect their lives.

Our College takes a preventative, proactive and participatory approach to Child Safety to ensure that the safety of children is promoted, child abuse is prevented and allegations of child abuse are properly responded to. Mount Erin College has zero tolerance for child abuse.

### 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 College's:

- *Anaphylaxis Policy*
- *Asthma Policy*

### POLICY

From time to time Mount Erin 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 Mount Erin College has sufficient staff with the appropriate levels of First Aid Training to meet the First Aid needs of the school community.

Mount Erin College's trained First Aid Officers are:

Jenny Pudney
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Barbara Kershaw
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Erin Gray
Mark Wiggins
Brooke Majera
Cheryl Millership
Peter Zwiersen
Wayne Agg
Toni Barrett
Rosemary Lumley
Fareda Amiri
Ryan Jones
Gordon Manks
Mark Bowler
Lauren Lockhart
Kathy Halliday

### **First Aid Kits**

Mount Erin College will maintain:

- A major First Aid Kit which will be stored in the First Aid Room located in the Administration Building..
- 4 fully stocked portable First Aid Kits, including Epipens and Ventolin, which may be used for Excursions, Camps, or Yard Duty.
- 2 small bags containing basic First Aid equipment
- The portable First Aid Kits will be stored:
  - First Aid Office

Brooke Majera, First Aid Officer, is 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 First Aid 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 that 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, Mount Erin College will notify parents/carers by either sending a note home to parents/carers, email or phone call.
- 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 contact parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Where the staff member administering First Aid determines that it is an Emergency situation requiring urgent medical attention
- Whenever First Aid treatment has been administered to a student Mount Erin College will:
  - record the incident on CASES21
  - 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 a standard first aid treatments. This is because they can mask signs of serious illness or injury.

## **FURTHER INFORMATION AND RESOURCES**

*Copies of the following Policies are located on the College website*

- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*

## **REVIEW CYCLE**

This Policy was last updated on June 2018 and is scheduled for review in June 2020.