



# FIRST AID POLICY

## PURPOSE

To ensure the school community understands our school's approach to first aid for students.

## SCOPE

First aid for anaphylaxis [and asthma] [is/are] provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

From time to time Taylors Lakes 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 principal will ensure that Taylors Lakes Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Taylors Lakes Secondary College trained first aid officers are:

STAFF MEMBER	TRAINING COMPLETED	DATE QUALIFIED TO
Carmel Gusman	Registered Nurse HLTAID006	21/05/2022
Jennifer O'Brien	Provide First Aid	10/09/2021
Catherine Brockdorff	Provide First Aid	10/09/2021
Mladen Susnica	Provide First Aid	10/09/2021
Valerie Rumbelow	Provide First Aid	10/09/2021
Bronte Minou	Provide First Aid	10/09/2021
Theresa Maneros	Provide First Aid	12/12/2021
Julie Wilk	Provide First Aid	12/12/2021
Beatriz Harper	Provide First Aid	12/12/2021
Irene Kozak	Provide First Aid	12/12/2021
Helen Krukowitch	Provide First Aid	12/12/2021

Karen Below	Provide First Aid	12/12/2021
Mark Chan	Provide First Aid	12/12/2021
Peter Budisavljevic	Provide First Aid	12/12/2021
Joe Laganga	Provide First Aid	12/12/2021
Christopher Greechan	Provide First Aid	12/12/2021
Bridie Else	Provide First Aid	12/12/2021
Rebecca Boyden	Provide First Aid	05/09/2020
Susanne Johnson	Provide First Aid	05/09/2020
Louisa Norwood	Provide First Aid	05/09/2020
Leah Shin	Provide First Aid	05/09/2020
Noel Rexter	Provide First Aid	05/09/2020
Stef D'Agostino	Provide First Aid	05/09/2020
Nariman Eskander	Provide First Aid	05/09/2020
Candy Zoccoli	Provide First Aid	05/09/2020
Robert Gagovski	Provide First Aid	05/09/2020
Anne Murphy	Provide First Aid	05/09/2020
Sarah Tonna	Provide First Aid	13/09/2021
Lajos Kozak	Provide First Aid	13/09/2021
Daniela Deluca	Provide First Aid	13/09/2021
Stephanie Rogers	Provide First Aid	13/09/2021
Shannon Page	Provide First Aid	13/09/2021
Jackie Scodella	Provide First Aid	09/11/2020
Melissa Tarquinio	Provide First Aid	3/9/2022
Mary Sciberras/Catania	Provide First Aid	3/9/2022
Natalie Montalto	Provide First Aid	3/9/2022

Alexandra McAllister	Provide First Aid	3/9/2022
Patricia De La Fuente	Provide First Aid	3/9/2022
Tracey Clarke	Provide First Aid	3/9/2022
Petek Cagrier	Provide First Aid	3/9/2022
Nicky Bonacci	Provide First Aid	3/9/2022
Edward Long	Provide First Aid	4/9/2022
Nichole Lee	Provide First Aid	4/9/2022
Rick Hudson	Provide First Aid	4/9/2022
Chelsea Feist	Provide First Aid	4/9/2022
Livia Fasulo Patrick O'Neill	Provide First Aid Provide First Aid	4/9/2022 5/9/2020

### **First aid kits**

Taylor's Lakes Secondary College will maintain:

- A major first aid kit which will be stored in the First Aid room.
- 12 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  - First Aid room

School 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 First Aid room 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 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 Taylors Lakes Secondary 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

Local polices are available on the Taylors Lakes Secondary College website, including *Health Care Needs, Administration of Medication, Anaphylaxis, Asthma*

## REVIEW CYCLE

This policy was last updated on 5 May 2020 and is scheduled for review in May 2021