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## First Aid Policy

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<i>Date implemented</i>	June 2019
<i>Author</i>	Paul Frye
<i>Date to be reviewed</i>	June 2021
<i>To be reviewed by</i>	Principal
<i>References</i>	Victorian Government Schools Reference Guide
<i>Approved by</i>	School Council
<i>Date</i>	
<i>Signature</i>	

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### Purpose

To ensure the school community understands CSC'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 Castlemaine 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 Castlemaine Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Castlemaine Secondary College's trained first aid officers are:

- Shera Blaise                      November 2016
- Chloe Brownscombe          November 2016



- Karen Burton November 2016
- Steve Carroll November 2016
- Mandy Clayton September 2016
- Sherrri-Anne Cox December 2016
- Andrew Creek November 2016
- Andrew Dodgshun November 2016
- Lyn Ellery December 2016
- Melinda Gilligan December 2017
- Jane Lau November 2016
- Kym Looker September 2017
- Kerin Lourey July 2018
- Judith McLean December 2016
- Kat Nicholls November 2016
- Sue Paull December 2016
- Kerry Ross March 2018
- Kellie Showell March 2018
- Shanee Squire August 2017
- Matt Theobald November 2016
- Anthony Van Emmerik November 2016
- Trudy Woods November 2016

## **First aid kits**

Castlemaine Secondary College will maintain:

- A major first aid kit which is stored in Reception at Blakeley Road and the Staff Office in the Library at Etty Street
- Five portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  - BRC Staff Room (4)
  - BRC Reception (1)

Sherrri Cox 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 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, Castlemaine Secondary College will notify parents/carers by phone call and/or SMS.
- 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 Castlemaine 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

Anaphylaxis Policy, Administration of Medication Policy, Asthma Policy, Health Care Needs Policy.

### Review Cycle

This policy was last updated on 11 June 2019 and is scheduled for review in June 2021.