

Dromana College First Aid Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Dromana Secondary College by telephoning 03 5987 2805

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 school's:

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)

POLICY

From time to time Dromana 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 the condition and can only be managed within the scope of practice of the school nurse/first aid officer so a doctors or hospital visit may still be required.

Staffing

The Principal will ensure that Dromana College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained nurse/first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan

First aid kits

Dromana College will maintain:

- A major first aid kit which will be stored in the sickbay in the administration area.
- 15 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the sickbay and distributed when needed.

- In addition to the above there are 12 wall kits located throughout the school. These are located at:
 - Food Room Office
 - Careers office
 - OSO between O4 and O5
 - Library
 - Theatre/Dance office
 - LS01
 - GSO between J4 and J5
 - D4
 - D5
 - D6
 - D7

The School Nurse/First Aid officer employed in the sickbay 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 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 it will be done so by the school nurse or a qualified first aid officer:

- The school nurse or staff who have been trained in first aid will administer first aid in accordance with their training and scope of practice. In an emergency, 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/carers 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, Dromana College will notify parents/carers by Compass notification.
- 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 Dromana College will:
 - record the incident on Compass
 - If it is deemed a more serious incident it will also be documented in CASES21
 - If first aid was administered in a medical emergency, 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.

Analgesics, including paracetamol and ibuprofen, can be stored at school in the sickbay in the locked storage provided as long as the medication is in its original packaging with the students name on it and a medication authority form has been signed and provided. However due to them masking signs of serious illness or injury it will not be used as a standard first line approach to first aid treatments. Due to safety risks no medication is to be stored with the students, in students bags, or lockers.

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 processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

<https://www2.education.vic.gov.au/pal/asthma/policy>

<https://dsc.vic.edu.au/wp-content/uploads/2020/05/DC-23-Anaphylactic-Student-Management-Policy.pdf>

<https://www2.education.vic.gov.au/pal/medication/policy>

<https://www2.education.vic.gov.au/pal/blood-spills-and-open-wounds-management/policy>

<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/general-first-aid-procedures-staff-and-students>

<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/recording-first-aid-treatments-and-incidents-staff-and>

[Health Care Needs](#)

[Asthma](#)

[Anaphylaxis](#)

[Administration of Medication](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	26/07/2021
Approved by	Principal
Next scheduled review date	26/07/2023