

## 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 Malvern Central School 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 Malvern Central School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

The staff below are trained **HLTAID003 - Provide First Aid** and listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training:

- Ryan Bowden                      25<sup>th</sup> June 2019
- Shaun Beattie                    25<sup>th</sup> June 2019
- Guillaume Desmons          25<sup>th</sup> June 2019
- Sally Haddow                    25<sup>th</sup> June 2019
- Jamie Lawry                      25<sup>th</sup> June 2019
- Grant Durham                    25<sup>th</sup> June 2019
- Imogen Lippiatt                25<sup>th</sup> June 2019
- Adrian Stepnell                25<sup>th</sup> June 2019
- Jan West                          25<sup>th</sup> June 2019

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

All staff are trained in Basic First Aid inclusive of CPR and Anaphylaxis.

## **First aid kits**

Malvern Central School will maintain:

- A major first aid kit which will be stored in the office at Park Street and Spring Rd Campuses
- 8 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  - Yard duty bags – In staffrooms
  - Camps and Excursions
    - In First Aid Room (Spring Rd)
    - Staff room (Park St)

Jan West and Denise Miles (Administration staff) 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 during Recess and Lunch or to the office during class time 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 the occasion of any head bumps, parents will be contacted by phone.
- 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. See [MCS Duty of Care Policy](#)
- 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, Malvern Central School will use their discretion as to the severity of the injury and notify parents/carers by a phone call. The incident is registered in the first aid book and copy is given to the student.
- 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, Malvern Central School will:

- Record the incident on CASES21 for serious injuries
- For minor injuries, record the incident in the First Aid Treatment Book and contact parents. The original copy of the incident will be given to the student and a copy will remain in the book
- 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**

This policy should be read in conjunction with the following Department policies and guidelines:

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

The following school policies found on the school website are also relevant to this First Aid Policy:

- MCS Duty of Care Policy
- MCS Anaphylaxis Management Policy
- MCS Asthma Policy
- MCS Administration of Medication Policy
- MCS Health Care Needs Policy
- MCS Medication Management Policy

## **REVIEW CYCLE**

This policy was last updated on **4<sup>th</sup> March 2022** and is scheduled for review in **March 2025**