



PURPOSE

To ensure the school community understands our school's approach to first aid for students. This Policy applies to both Campuses of Portland Secondary College.

SCOPE

First aid for anaphylaxis and asthma provided for in our school's:

- *Anaphylaxis Management Policy*
- *Asthma Management Policy*

The College's First Aid Policy is part of the suite of policies which are linked to the Child Safe Policy which mandates zero tolerance to child abuse.

POLICY

From time to time Portland Secondary College (Must Street & Victoria Parade campuses) 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 Portland Secondary College (Must Street & Victoria Parade campuses) has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Portland Secondary College (Must Street & Victoria Parade campuses)'s list of trained first aid officers can be found on the training register:

[..\..\OHS Training Register\STAFF_ohstrainingplanner.xlsx](#)

First aid kits

Portland Secondary College (Must Street & Victoria Parade campuses) will maintain:

- A major first aid kit which will be stored General Office
- 9 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - Sick Bay -4 General Office –5

Kristine Barker, General Office Manager, will be responsible for maintaining all first aid kits.



Care for ill students

Students who are unwell should not attend school.

Referrals from Classroom:

Teachers receiving requests from students to go to the sick bay:

- 1) must make a judgement that it is not a frivolous request, that the student is in significant pain or discomfort
- 2) send the student to one of the General Office, Assistant Principal's Office or Integration Office with another student and with a written note in the student planner (which includes date, time, form group, room and teacher signature)

The student will be placed in the sick bay:

- 1) if parents cannot come in and take the child home (Parent contact should be attempted every hour until successful)
- 2) after the registration book has been completed and the General Office notified. It is then the responsibility of the person signing the student in to monitor the student's progress. Students should not be returned to class until they are deemed well.

The sick bay will be monitored by the staff member in charge who is fully trained in First Aid. This staff member is responsible for the short term treatment of minor cuts, scratches, bruising, minor aches and pains and students generally feeling unwell who need a safe level of privacy, comfort and reassurance.

The staff member in charge of First Aid is also responsible for:

- Having knowledge of all students with a support or management plan
- Having knowledge of the first aid response noted in the plans
- Ensuring that the student's emergency contact details are up to date
- Ensuring all medications supplied by a student are within their use by date
- Working with staff to conduct regular reviews of management strategies, risk assessments and raising awareness in the College about health and safety issues.

Any student who requires First Aid treatment will be registered in the First Aid book. This book will be kept in the General Office and information recorded for all students.

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:

- 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. If an ambulance is called to the College for a student the First Aid Officer in charge will designate one staff member to contact parents, two staff members to wait for and direct the ambulance to the best vantage point and two staff members to monitor patient privacy and crowd control. If parents cannot attend the College a staff member will accompany the student in the ambulance to the hospital until a parent or emergency contact can be located.
- 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, Portland Secondary College (Must Street & Victoria Parade campuses) will notify parents/carers by 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 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 Portland Secondary College (Must Street & Victoria Parade campuses) 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 Management Policy.docx](#)
- [Asthma Management Policy.docx](#)
- [Administration of Medication Policy.docx](#)
- [Duty of Care Policy.docx](#)
- [Health Care Needs Policy.docx](#)

REVIEW CYCLE

DATE	VERSION	RATIFIED BY	NEXT REVIEW
Oct 2018	2	Portland Secondary College School Council	Sept 2020