



First Aid Policy

PURPOSE

To ensure Maryborough Education Centre (MEC) school community understands the 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 MEC 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 MEC has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

MEC's trained first aid officers are:

- First Aid Coordinator and replacements and 1 person nominated in Specialist
- Other MEC staff with Level 2 certificates (minimum required is 10 at MEC)
- List of staff with first aid training is maintained by First Aid Coordinator.

First aid kits

MEC will maintain:

- A major first aid kit which will be stored sick bay (Majorca)
- 12 portable first aid kits which may be used for excursions, camps or yard duty. The portable first aid kits will be stored in sick bays (Majorca and Beckworth).

The First Aid Coordinator 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. Parents who collect their student from school are required to sign the child out using the XUNO Portal.

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, MEC will notify parents/carers by sending a note home to parents/carers, 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
- First aid requirements for students with identified health care needs should be documented in a Student Health Support Plan or an Anaphylaxis management Plan based on medical advice from the student’s medical / health practitioner, and with consultation with the student and parents
- At the commencement of each year, parents will be requested to update student medical / health information. It is the responsibility of parents to keep MEC informed of any changes to this information
- A confidential medical information form must be completed by parents/carers before each school council approved excursion
- Necessary Reporting incident processes will be followed: See DET policy – Reporting (emergency and incidents)
- 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 MEC will:
 - record the incident on CASES21
 - manage confidential medical information as per DET guidelines
 - 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 treatment. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

Anaphylaxis Policy

Asthma Policy

The above policies can be located by following the link below;

<http://www.maryborougheducationcentre.vic.edu.au/ourschool.php?id=200>

REVIEW PERIOD

This policy was last updated on Wednesday 27th May 2020 and is scheduled for review as part of the school's 3 year review cycle.

This policy was last ratified by School Council on Wednesday 27th May 2020.

Signed:



**Paul Rumpff
School Council President**

Date 3.6.2020