

 <p><b>BORONIA</b> K-12 COLLEGE</p>	<p><b>BORONIA K-12 COLLEGE</b></p> <p><b>FIRST AID POLICY</b></p>	<p><b>June 2020</b></p>
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## **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 Boronia K-12 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 Boronia K-12 College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Boronia K-12 College's trained first aid officers are listed in the First Aid rooms.

### **First aid kits**

Boronia K-12 College will maintain:

- Major first aid kits which will be stored in each First Aid Room
- A number of portable First Aid kits that will be stored in the Albert Ave First Aid Room

A member of the Office Administration will be allocated the responsibility of ensuring that the supplies are always up to date.

### **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 a First Aid Room 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, Boronia K-12 College will notify parents/carers by via Compass and in some cases a 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.
- If first aid was administered in a medical emergency, we will report the incident to the Department’s Security Services Unit on 03 9859 6266.
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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.

### **REVIEW CYCLE**

This policy was last updated on 4 June 2020 and is scheduled for review in June 2023.