



# FIRST AID POLICY

## PURPOSE

To ensure the school community understands our school's approach to first aid for students.

## SCOPE

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

- Anaphylaxis Policy
- Asthma Policy

This policy does not include information on first aid requirements for Covid-19. Our school follows the Department's operational guidance for first aid management relating to Covid-19.

## POLICY

From time to time Peter Lalor Secondary 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 Peter Lalor Secondary 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 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

Peter Lalor Secondary College will maintain:

- A major first aid kit which will be stored in the First Aid Locker
- 5 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the first aid locker.

The OHS Officer will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on 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 will be directed to the front office and monitored by staff. Front office staff will 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, Peter Lalor Secondary College 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 practicable.
- 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 Peter Lalor Secondary College will:
  - record the provision of first aid treatment on eduSafe Plus.
  - if first aid was administered in a medical emergency, or reportable incident, 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 where required to under that policy.

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.

### **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- On the PLSC school website
- In the PLSC staff shared drive
- Included in the staff handbook
- Discussed at staff meetings/briefings as required
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

The following school policies are also relevant to this first aid policy:

- [Administration of medication policy](#)
- [Anaphylaxis Policy](#)
- [Asthma Policy](#)
- [Duty of care policy](#)
- [Health Care needs policy](#)

## REVIEW CYCLE

Policy last reviewed	18/12/ 2023
Approved by	Principal
Next scheduled review date	18/12/ 2026