



Fountain Gate Secondary College

First Aid Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 8762 6839.

PURPOSE

Fountain Gate Secondary College wants to ensure the community understands our school's approach to first aid for students. Fountain Gate Secondary College is committed to the health and wellbeing of all our students. We endeavour to ensure that all students are healthy and safe whilst at school and that incidents and health issues of individuals are addressed appropriately. We wish to provide accurate and ongoing monitoring of individual student's health and safety and to create an awareness of procedures to be followed to meet their needs.

SCOPE

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

- Anaphylaxis Policy
- Asthma Policy

IMPLEMENTATION

Fountain Gate Secondary College staff might need to administer first aid to students at school or during 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 Fountain Gate 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).

First Aid Officer

Consistent with the Department's First Aid Policy and Procedures, the school will allocate staff member/s as First Aid Officer/s. The Principal will ensure that Fountain Gate Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Fountain Gate Secondary College's trained First Aid Officers are:

LOUISE HALL

MARICA DISTEFANO



Fountain Gate Secondary College

First Aid Policy

KATE LA-FABER

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

First aid kits

Fountain Gate Secondary College will maintain:

- A major first aid kit which will be stored in the Sickbay Room.
 - Several portable first aid kits which may be used for excursions, camps or yard duty. The portable first aid kits will all be stored in the Sickbay cabinet.

Louise Hall 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.

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, Fountain Gate Secondary College will notify parents/carers via Students Compass or phone call when needed. 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.



Fountain Gate Secondary College

First Aid Policy

- Whenever first aid treatment has been administered to a student Fountain Gate Secondary College will:
 - Record the incident on Compass
 - Major first aid incidents are reported on Cases 21 and Compass
 - 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.

COMMUNICATION

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

Included in staff induction processes and staff training

- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

DET Guidelines - <https://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx>

First Aid Infection & Control Advice -

<https://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx?Redirect=1>

RELATED POLICIES:

- Administration of Medication Policy
- Anaphylaxis Policy
- Student Engagement and Wellbeing Policy
- Program for Students with a Disability Policy

EVALUATION

Policy last reviewed	December 2022
Approved by	School Council
Next scheduled review date	December 2026