



Help for non-English speakers

If you need help to understand the information in this policy please contact Montmorency Secondary College.

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](#)

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 Montmorency 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 Montmorency Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

A list of names of Montmorency Secondary College trained first aid officers can be requested from the General College Office. This list is reviewed on an annual basis.

First Aid Kits

Montmorency Secondary College will maintain:

- Sick Bay located at the general office
- 16 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - In the General Office Sick Bay
 - Static locations on the College grounds.

The College Nurse 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.

Sick Bay

Our College follows the Department's policy and guidance in relation to our Sick Bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

First Aid Management

If there is a situation or incident which occurs at school, or during 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, Montmorency Secondary College will notify parents/carers by email or 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 resulting from a student incident, injury or illness, Montmorency Secondary College will:
 - record the provision of care on CASES21 and Edusafe Plus. If the care is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus form is used.
 - if care was provided in response to 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 for student use or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury. [Medication Policy](#)

COMMUNICATION

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

- Available publicly on our College website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from the College's General Office upon request

FURTHER INFORMATION AND RESOURCES


This policy should be read in conjunction with the following Department policies and guidelines:

- [First aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2022
Approved by	 Frances Ibbott Principal 8/12/22
Next scheduled review date	December 2025