

1. Purpose & Rationale

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

2. Policy Goals

From time to time Sandringham 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.

3. Implementation

First aid for anaphylaxis are provided for in our school's Anaphylaxis Policy and Asthma Policy

3.1. Staffing

The principal will ensure that Sandringham College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. A register of suitably trained staff is recorded in the College's Emergency Management Plans for each campus, and published in the staff handbook. The register is updated on an annual basis.

3.2. First aid kits

Sandringham College will maintain:

A major first aid kit which will be stored in the First Aid rooms located in the Admin Offices at Bluff Road and Holloway Road.

Across the College there are a number of portable first aid kit/s which may be used for excursions, camps or yard duty. The portable first aid kit/s will be stored in the following locations:

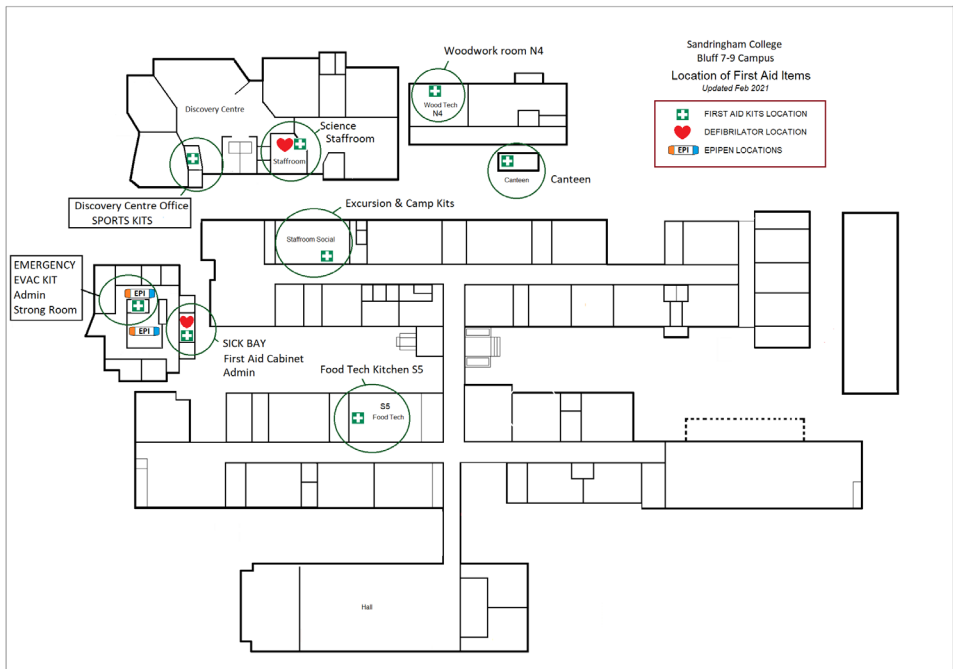
BLUFF ROAD CAMPUS

- College Admin Office – First Aid Kit/Epipens and Defibrillator
- S5 Food Tech Room – First Aid Kit
- Discovery Centre Science Staff Room – First Aid Kit
- N4 Woodwork Room – First Aid Kit
- Canteen

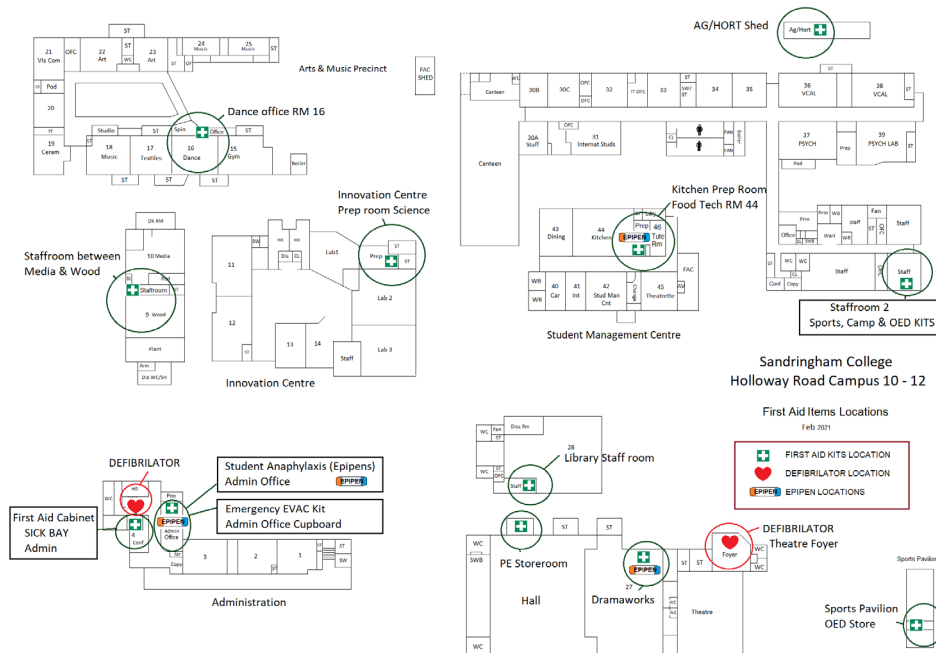
HOLLOWAY ROAD CAMPUS

- College Admin Office – First Aid Kit/Epipens and Defibrillator
- Woodwork Staffroom – First Aid Kit
- Dance Staffroom – First Aid Kit
- Science Prep Room – First Aid Kit
- Kitchen – First Aid Kit/Epipen
- Library Staff Room – First Aid Kit
- PE Storeroom (Hall) – First Aid Kit
- Dramaworks – First Aid Kit/Defibrillator
- PE Staff Room – First Aid Kits/Outdoor Ed First Aid Kit

BLUFF ROAD CAMPUS



HOLLOWAY ROAD CAMPUS



The College Facilities Manager and designated ES staff member will be responsible for maintaining all first aid kits.

3.3. 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.

Any student with COVID-19 symptoms will be isolated from staff and students, Parents will be required to collect the student from school immediately. The student should then seek medical attention for a COVID-19 test and remain isolated at home until they receive a negative test result.

3.4. 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, Sandringham College will notify parents/carers.
- 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 Sandringham College will:
 - record the incident on CASES21
 - 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 treatments. This is because they can mask signs of serious illness or injury.

4. Monitoring & Review

This policy was last updated on May 2020. Please refer to the Sandringham Policy Schedule for the next review date.

5. Definitions

DET – Department of Education and Training

6. References

The following school policies are also relevant to this policy:

Sandringham College Anaphylaxis Policy

Sandringham College Asthma Policy

Sandringham College Health Care Needs Policy

Sandringham College Medication Policy

Policy Number	SC-OP-18	Last Approval Date	May 2020
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	Principal Class	Next Review Date	May 2024
Review Frequency	Document Availability	Policy Delivery	

<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input checked="" type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input checked="" type="checkbox"/> Parent Compass <input type="checkbox"/> Staff Compass <input checked="" type="checkbox"/> Staff Information Drive <input type="checkbox"/> Enrolment Pack	<input type="checkbox"/> Annual Staff Meeting <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input checked="" type="checkbox"/> Staff Handbook/Manual <input checked="" type="checkbox"/> College Newsletter <input checked="" type="checkbox"/> Staff DL
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APPENDIX A

QUICK REFERENCE - FIRST AID GUIDELINES FOR ALL STAFF

Students should remain in class wherever possible, as it is on occasions difficult to provide adequate supervision in the Administration Offices. For minor complaints students should be directed to wait until the next break – (Recess or Lunch) to visit the First Aid room.

Incident arises	<p>Staff member to assess the situation</p> <p>Urgent / Major incidents should preferably be dealt with at the site of the incident, with care being given as to whether a student should be moved. First Aid to be provided by any available trained staff member.</p> <p>For minor complaints student to remain in class – monitored by teacher</p> <p>For other issues, either</p> <ol style="list-style-type: none"> 1. Send student to Admin/First Aid area with a Sick Bay Authorisation Pass (please see attached) 	Staff member
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	<p>2. If student is very unwell, please allow another student to accompany them to First Aid/Sick Bay</p> <p>Note: if a student is feeling tired or has a headache they should remain in class resting their head on the desk if necessary and being monitored by the classroom teacher.</p>	
On arrival in Sick Bay/First Aid	<p>On arrival in sick bay – Admin staff will assess the student and either</p> <ol style="list-style-type: none"> 1. Phone parents/seek urgent medical attention if required 2. Provide basic first aid assistance and return the student to class <p>Students should not phone/text home if they are unwell. All calls should be made by a member of the Sandringham College staff</p>	Admin/First Aid staff
COVID symptoms	<p>Any student with COVID symptoms should be isolated from staff and other students</p> <p>Parents should be called to collect the student immediately and advised that they should seek medical attention for a COVID test and not return to school until they have received a negative result.</p> <p>The room/area where the unwell student was placed should then be thoroughly</p>	Staff member

	<p>cleaned – wiped down and any materials disposed of safely.</p> <p>If required PPE is available in each Sick bay for staff use.</p>	
Attendance data	<p>Student visits to Sick bay are to be entered on Compass – under the Chronicle tab. Details to be included are the date/length of stay in sick bay. This should be completed by the admin staff member who oversees the students visit to Sick bay.</p>	Admin Staff
Signing out/leaving school	<p>Students who are unwell will not be permitted to make their own way home. Parents are responsible for organising to pick up students from school</p>	All Staff/Parents
Record Keeping / Incident Notification Form to be completed	<p>First Aid incidents requiring further medical treatment need to be documented and recorded in CASES. Please speak to the Admin Staff and collect an Incident Report Form</p>	Staff member