

# 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 are provided for in our College's:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

Ringwood Secondary College employs two School Nurses to oversee and co-ordinate the First Aid room and equipment.

From time-to-time other Ringwood 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 Ringwood Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

### First aid kits

Ringwood Secondary College will maintain:

- A major first aid kit which will be stored in First Aid
- 48 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits are stored in First Aid and strategic locations around the College

## 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 First Aid and monitored by the School Nurse. 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, Ringwood Secondary College will notify parents/carers by recording a Compass entry and via phone call where necessary.
- 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 for a serious incident, Ringwood Secondary 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.

## FURTHER INFORMATION AND RESOURCES

- [Administration of Medication Policy](#)
- [Health Care Needs Policy](#)
- [Anaphylaxis Policy](#)
- [Asthma Policy](#)

## REVIEW CYCLE

This policy was last updated on April 21<sup>st</sup> 2021 and is scheduled for review in April 2025.