



Help for non-English speakers

If you need help to understand the information in this policy please contact the front office on 9744 0500.

PURPOSE

To ensure the school community understands the College's approach to First Aid for students and staff.

SCOPE

First aid for anaphylaxis and asthma are provided for in the College:

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)

POLICY

From time to time Sunbury Downs 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 Sunbury Downs College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Sunbury Downs College 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

Sunbury Downs College will maintain:

- A major first aid kit which will be stored in Sick Bay
- Ten portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored at the:
 - Operations Office

The First Aid Officer will be responsible for maintaining all first aid kits.

Care for unwell students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to General Office 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, Sunbury Downs College will not 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 Sunbury Downs College will:
 - record the incident on Compass
 - 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 Department of Education and Training policy, 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Mentioned at parent information nights/sessions
- Reminders in our school newsletter



- Hard copy available from school administration 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
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | June 2021 |
| Approved by | Principal |
| Next scheduled review date | June 2024 |