

# First Aid Policy

Please note this policy is mandatory and staff are required to adhere to the content

## Summary

Table 1 - Document details

Publication date	August 2022
Review date	August 2025
Related legislation/applicable section of legislation	Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 Common Law Duty of Care WorkSafe Compliance Code – First Aid in the Workplace
Related policies, procedures, guidelines, standards, frameworks	RSC Anaphylaxis Policy RSC Asthma Policy RSC Medication Policy RSC Health Care Needs Policy
Approved by	School Council
Approval date	August 2022
Version	3.0



Help for non -English speakers

If you need help to understand the information in this policy please contact 9755 - 4555.

## 1. Purpose

To ensure the school community understands our school's approach to first aid for students. At any one time, a student can have a health condition or care need that could impact on their attendance and participation within school. This can require short or long-term First Aid planning, supervision for safety, routine health and personal care support and occasionally complex medical care needs.

## 2. 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

individual's health is relatively stable and predictable and care recommendations have been documented and agreed to by the school.

If, however, a student has recently contracted an illness, is infectious and/or needs rest and recuperation, his or her care should be the responsibility of the family.

The school principal will ensure that allocation of staff duties anticipates predictable short and long-term health support needs of students in their care.

First Aid support in the school will be provided in response to unpredictable illness or injury.

From time to time Rowville 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 Rowville Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. The school nurse and Daily Organiser's maintain a lty.

## 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, Rowville Secondary College will notify parents/carers by completing an illness/injury parent notification and/or contacting parent/emergency contact. 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 Rowville Secondary College as a result of a student incident, illness or injury, Rowville Secondary College will:
  - record the incident on Edusafe Plus.
  - 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 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](#)

