

Lalor Secondary College
118 David Street Lalor 3075
PO Box 1015 Lalor 3075
Telephone 9463 7300
Facsimile 9465 3865
Email: lalor.sc@edumail.vic.gov.au



LALOR SECONDARY COLLEGE

First Aid Policy 2018-2020

AIM

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

Date ratified by School Council: 22nd March 2018
Review date: March 2020

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Lalor Secondary College trained first aid officers are:

Surname	First Name	Expiry Date
AVRAMOSKI	Rebecca	12/2020
BOYCE	Dawn	07/2018
BOYCE	Debbie	07/2018
CAHILL	Alan	07/2018
CHRISTIAN	Lauren	07/2018
DANHER	Chris	07/2018
JACOBS	Jancy	07/2018
JOVCEVSKI	Jovanka	07/2018
LECKIE	Victoria	07/2018
MAGNANO	Sam	11/2019
NAPIER	Gill	07/2018
SIMPSON	Joshua	07/2018

First aid kits

Lalor Secondary College will maintain:

- A major first aid kit that will be stored in the First Aid Room located in the Administration building.
- 16 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
 - First Aid Room
 - 300's staffroom.

The school's First Aid Officer will be responsible for maintaining all first aid kits according to the schools OH&S schedule.

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 First Aid Room 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, Lalor Secondary College will notify parents/carers by phone call from the First Aid Officer. 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 Lalor 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.

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.

FURTHER INFORMATION AND RESOURCES

<http://www.lalorsc.vic.edu.au/>