

Lalor Secondary College
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LALOR SECONDARY COLLEGE

First Aid Policy 2020-2022

AIM

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

Date ratified by School Council: 18th March 2020
Review date: March 2022

SCOPE

First aid for anaphylaxis and Asthma are provided for in our schools:

- *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
BARROW	Kayla	08/2021
BOYCE	Dawn	08/2021
BOYCE	Debbie	08/2021
BRITTINGHAM	Kate	08/2021
CAHILL	Alan	08/2021
DANHER	Chris	08/2021
DUNCAN	Brittney	08/2021
FOSTER	Melanie	08/2021
JACOBS	Jancy	08/2021
JEWELL	Corey	08/2021
KOTSOPOULOS	Rebecca	08/2021

KOTSOPOULOS	Sam	08/2021
LONG	Amarinda	08/2021
MERCADO	Isaac	08/2021
MOORE	Sarah	08/2021
MURCOTT	Steven	08/2021
NORMAN	Kate	08/2021
PETROVSKA	Lilly	08/2021
POPOVSKA	Anica	08/2021
RADFORD	Kirralee	08/2021
SIMPSON	Joshua	08/2021
STIPCEVIC	Maria	08/2021
TEMPONE	Matthew	08/2021

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.
- 20 first aid kits are located around the school as well as 15 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/>