

# 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 school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

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

**Lalor North Secondary College's** trained first aid officers are:

• Christine Delaney	Dec 2022	Cameron Croese	Dec 2023
• Rose Mokdissi	Dec 2023	Long Van Smith	Dec 2023
• Mary Van Putten	Dec 2023	Michelle Lemire	Dec 2023
• Wanda Waligora	Dec 2023	Maria Russo	Dec 2022
• Paul Chapman	Dec 2022	Jacob McCrae	Dec 2022
• Duncan LeNair	Dec 2023	Colin Carbis	Dec 2022
• Matt Tucker	Dec 2022	Ruth Barnes	Dec 2022
• Sharon Scopel	Dec 2022	Andrew Sivakumaran	Dec 2022
• John Smardenkas	Dec 2022	Alycia Benincasa	Dec 2022
• Angela McGuire	Dec 2023	Sue Brown	Dec 2023
• Karen Panousieris	Dec 2023	Carolyn Drenen	Dec 2022
• Tamara Howlett	Dec 2023	Paula Batsakis	Dec 2023

• John Bourikas	Dec 2023	Kristie Gannon	Dec 2023
• Liliana Saveski	Dec 2023	Rodney Parish	Dec 2023
• Sonia Cithbert	Dec 2023	Shiva Adhikari	Dec 2022
• Vicki Buckler	Dec 2022	Wafa Zaza	Dec 2022
• Anna Cerritelli	Dec 2023	Petrina Frazer	Dec 2023

## First aid kits

Lalor North Secondary College will maintain:

- A major first aid kit which will be stored in the General Office.
- Numerous portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the General Office.

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

## 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 sick bay in the General Office and be 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 North Secondary College will notify parents/carers by sending a note home to parents/carers, email, or phone call.
- 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 North 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

- Health Care Needs
- Anaphylaxis
- Asthma

## REVIEW CYCLE

This policy was last updated on 1/5/2021 and is scheduled for review in April 2024.

Selen Atilla  
Acting School Principal

Robyn Bogoevski  
Lalor North Secondary College  
School Council President