



# First Aid Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact 9345 6053

## 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 Travancore School 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 Travancore School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

Travancore School's trained first aid officers are:

Marty Miranda	[date trained – May 2023]
Kieran Smith	[date trained – Mar 2022]
Paul Stafford	[date trained – Feb 2023]

## First aid kits

Travancore School will maintain:



- A major first aid kit which will be stored in the school office.
- Four portable first aid kits which may be used for excursions, camps, or on other school sites. The portable first aid kits will be stored:
  - Banksia staff office
  - Parkville staff office
  - ONW bus
  - In2School classroom

Marty Miranda will be responsible for maintaining all first aid kits refer to [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 will be monitored by their program 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. Banksia students will be returned to the ward.

### **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 by a member of the school staff 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. First aid for Banksia students will generally be administered by ward staff.
- 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 activate duress or call a code BLUE for on site medical support at their specific mental health site. (Also, 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, Travancore School will notify parents/carers by phone.
- 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 Travancore School will:
  - Complete a Travancore school incident report and submit to the principal or assistant principal.
  - Note details of the incident and treatment on the database
  - notify the enrolling school who can record the incident on edusafe plus
  - if first aid was administered in a medical emergency, 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.

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

## **FURTHER INFORMATION AND RESOURCES**

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)
- [Anaphylaxis](#)
- [Asthma](#)
- [OHS Management System \(OHSMS\) Employee Health, Safety and Wellbeing](#)

The following school policies are also relevant to this First Aid Policy on our website:

- Administration of Medication Policy
- Anaphylaxis Policy



- Asthma Policy
- Health Care Needs Policy

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	April 2024
Approved by	Principal
Next scheduled review date	April 2027