



PURPOSE

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

SCOPE

First aid for anaphylaxis and asthma provided for in Elwood College’s:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Elwood College’s trained first aid officers are:

Staff Member	Training Completed	Date Qualified To
Amanda Artin	May 2018	01/05/2021
Emily Basemore	May 2018	01/05/2021
Helen Bebbington	May 2018	01/05/2021
John Carlin	May 2018	01/05/2021
Carl Costolloe	May 2018	01/05/2021
Kris Donald	May 2018	01/05/2021
Amelia Fahie	May 2018	01/05/2021

Matthew Green	May 2018	01/05/2021
Clare Hutton	May 2018	01/05/2021
Danielle Inwood	May 2018	01/05/2021
Mark Ireland	May 2018	01/05/2021
Andrew Kinch	May 2018	01/05/2021
Teagan Liddicoat	May 2018	01/05/2021
Rose Norris	May 2018	01/05/2021
Jotaro Sekine	May 2018	01/05/2021
Kym Smith	May 2018	01/05/2021
William Spring	May 2018	01/05/2021
Pauline Steele	May 2018	01/05/2021
Kimby Thomas	May 2018	01/05/2021
Stella Turchina	May 2018	01/05/2021
Gewei Xu	May 2018	01/05/2021
Jinweng Wang	October 2018	02/10/2020
Kate Lang	June 2018	18/06/2021
Keira Barlee	June 2018	18/06/2021
Danielle Inwood	May 2019	02/05/2021
Danielle Puzsar	August 2018	18/08/2021
Elizabeth Krutli	July 2016	31/07/2021
Kate Lang	June 2018	30/06/2021
Jane O'Loughlin	May 2018	02/05/2021
Jeremy Walker	August 2018	10/08/2021
Danielle Inwood	May 2018	02/05/2021
Robert Hastings	June 2020	30/06/2023
Carl Costoloe	May 2018	02/05/2021
Rachel Eastwood	February 2020	07/02/2023
Ivanka Buczma	May 2018	27/05/2021
Keira Barlee	June 2018	30/06/2021

First aid kits

Elwood College will maintain:

- A major first aid kit which will be stored in the First Aid Room
- 10 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in:
 - The First Aid Room

Administration 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 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, Elwood College will notify parents/carers by telephoning parents.
- 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 Elwood 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

See also

Anaphylaxis Policy

Asthma Policy

REVIEW CYCLE

This policy was last updated on 14th October 2020 and is scheduled for review in October 2021