

INTRODUCTION

Bairnsdale Secondary College recognises its responsibility for supporting the safety, participation, wellbeing and empowerment of children. Our College values of 'respect for self' and 'respect for others' provide a strong foundation for this policy.

AIM

The aim of this policy is to promote safety awareness and to ensure the College community understands our College's approach to first aid for students.

SCOPE

This policy applies to all people during College activities who may be affected by unexpected illness or injury whether on or off school premises, inside or outside of usual school hours. First aid for anaphylaxis and asthma are provided for in our school's Anaphylaxis Policy and Asthma Policy.

First aid for anaphylaxis and asthma are provided for in our school's Anaphylaxis Policy and Asthma Policy. This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY & IMPLEMENTATION

From time to time Bairnsdale 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 Bairnsdale Secondary College 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. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

The College has two designated first aid rooms (sickbays) in the Main Administration Buildings on McKean Street and Wallace Street campuses.

The College maintains several first aid kits that are stored in various locations throughout the College plus 11 portable first aid kits. Please refer to Appendix 1 for details. Administration Office staff are responsible for maintaining first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on 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 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. Our school follows the Department's policy and guidance in relation to our sick bay to ensure it is safe, hygienic and appropriately

equipped: [First aid rooms and sick bays](#).

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/carers 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, Bairnsdale Secondary College will notify parents/carers by telephone.
- 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 Bairnsdale Secondary College will:
 - Record the provision of first aid treatment on Compass and eduSafe Plus
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
 - If care was provided in response to a medical emergency or reportable incident, 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.
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In accordance with Department of Education policy, 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. For further information refer to the Department’s Policy and Advisory Library: [Medication](#)

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our college website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from school administration upon request

EMERGENCY TELEPHONE NUMBERS

Ambulance	000
Poisons Information Service	13 11 26
Nurse on Call	1300 60 60 24
DE Incident Support and Operations Centre (ISOC)	1800 126 126

RELATED DOCUMENTS /KEY REFERENCES

Bairnsdale Secondary College:

- Anaphylaxis Policy
- Administration of Medication Policy
- Asthma Policy

Department of Education

This policy should be read in conjunction with the following Department policies and guidelines:

- First Aid for Students and Staff
- Health Care Needs
- Infectious Diseases
- Blood Spills and Open Wounds
- Medication
- Syringe Disposals and Injuries

APPENDIX 1: FIRST AID KIT TYPES AND LOCATIONS

Note: All Standard and Excursion Kits contain an Asthma Module and Burns Module. Anaphylaxis Modules are added to Excursion Kits when required.

<u>Campus</u>	<u>Area</u>	<u>Type</u>	<u>Specific Location</u>	<u>Quantity</u>	<u>Asthma Reliever/Epipen/ Glucojel</u>
McKean Street	First Aid Room	Standard Kit	First Aid Room	1	A/G
		Vomit/Blood Spills Kit	First Aid Room	1	
McKean Street	General Administration Office	Evacuation Kit	Hallway Cupboard	1	A
		Anaphylaxis	Administration	1	A/E(2)
		Grab & Go Kit	Administration	1	A
McKean Street	Canteen	Workshop Kit	Canteen Kitchen	1	A/E
McKean Street	Maintenance	Workshop Kit	Maintenance Staff Room	1	
McKean Street	VM/VCAL	Standard Kit	AT36-AT38	1	
McKean Street	Woodwork	Workshop Kit	N31 (AT31)	1	
McKean Street	Hospitality	Workshop Kit	Malgobila	1	A/E
McKean Street	Science Centre	Standard Kit + Anaphylaxis	Science Centre Office	1	A/E/G
		Vomit/Blood Spills Kit	Science Centre Office	1	
		Chemical Spills Kit	Science Centre Office	1	
McKean Street	Wellbeing	Standard Kit (Wall Mounted)	Wellbeing Area (W19)	1	A/E
McKean Street	Hubs	Standard Kit	Wargomerrin (Year 7 Hub)	1	A
		Standard Kit	Wurrin (Year 8/9 Hub)	1	A
		Standard Kit	Malgobila (Year 10/11/12 Hub)	1	A
McKean Street	Excursion Kits (to be borrowed)	Kit 1 Green	First Aid Room	1	A/E
		Kit 2 Green	First Aid Room	1	A/E
		Kit 3 Green	First Aid Room	1	A/E
		Kit 4 Green	First Aid Room	1	A/E
		Kit 5 Green	First Aid Room	1	A/E
		Kit 6 Bum Bag (Blue & White)	First Aid Room	1	A
		Kit 7 Green (small bag)	First Aid Room	1	A
		Kit 8 Green (small bag)	First Aid Room	1	A
McKean Street	OED - Orange bags	Kit No 1	First Aid Room		A/E
		Kit No 2	First Aid Room		A/E
McKean Street	Outdoor Education (to be borrowed)	Kit No 3 (Restocker)	First Aid Room	1	
		Kit No 4 (Survival in back pack)	First Aid Room	1	A
		Kit No 5 (Blue back pack)	First Aid Room	1	
McKean Street	Motorist Kit	Car Kit	First Aid Room	1 Small	A
McKean Street	BARC	Excursion Kit	Sports Cupboard	1	A
McKean Street	PE	Standard Kit	In PE Office Bristol Building	1	A/E
Wallace Street	General Office	Anaphylaxis Kit	Office - On Bench	1	A/E
		Evacuation Kit	In Evacuation Cart	1	A
		Vomit/Blood Spills Kit	First Aid Room - Under Sink	1	
Wallace Street	First Aid Room	Standard Kit	In Metal Cabinet	1	A/G
Wallace Street	Woodwork	Workshop Kit	C1	1	
		Workshop Kit	C2	1	
		Workshop Kit	C3 Welding Workshop	1	
		Workshop Kit	C3 Classroom	1	
		Workshop Kit	C5	1	
Wallace Street	Art	Workshop Kit	D1-D2 (Storeroom)	1	
		Workshop Kit	D4-D5 (Storeroom)	1	
Wallace Street	Food Tech	Workshop Kit	A12-A14 - Kitchen	1	A/E
Wallace Street	Auto	Workshop Kit	WSC (Wallace Street Canteen)	1	
Wallace Street	Library	Standard Kit (Wall Mounted)	Office Area	1	A
Wallace Street	Boucher Hall	Standard Kit (Wall Mounted)	Kitchen Area	1	A
Ngooloo		Standard Kit + Anaphylaxis	Admin Area	1	A/E
		Vomit/Blood Spills Kit	Admin Area	1	