

## 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.

## 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.

A list of trained first aid officers is listed in Appendix 2

### 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. Staff are responsible for maintaining 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, 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 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.

## EMERGENCY TELEPHONE NUMBERS

Ambulance	000
Poisons Information Service	13 11 26
Nurse on Call	1300 60 60 24
DET Emergency Security Management Unit	9589 6266

## RELATED DOCUMENTS /KEY REFERENCES

Bairnsdale Secondary College:

- Anaphylaxis Policy
- Administration of Medication Policy
- Asthma Policy

DET

- OHS Management System – First Aid and Infection Control
- School Policy and Advisory Guide:
  - First Aid, First Aid Needs
  - First Aid Rooms
  - Major First Aid Kits, Portable First Aid Kits
  - School Nurses & First Aid Coordinators
- *Occupational Health and Safety Act 2004*
- Occupational Health and Safety Regulations 2017
- WorkSafe Compliance Code – First Aid in the Workplace
- Duty of Care

## APPENDICES

Bairnsdale Secondary College Document Name: First Aid Policy Reviewer: Leadership Team	Review Schedule: every 4 years Date of last review: 28-3-19	Page 2 of 5
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## 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.

Location	Standard Kit (includes asthma meds)	Defibrillator	Evacuation Kit	Anaphylaxis Kit with Epipen	Epipen	Excursion Kit	Outdoor Education Kit	Vehicle Kit	Body Fluid Spill Kit	Workshop Kit	Chemical Spills Kit
<b>McKean Street Campus</b>											
Administration Building	1	1	1								
Bus / 2 cars / ute								4			
Comms Room				2		10	2				
Sickbay	1								1		
Canteen					1					1	
Maintenance / S47										1	
Art Room N36-N38										1	
Woodwork N31										1	
Science Centre	1				1				1		1
PE Shed						1					
PE Office							2				
<b>Wallace Street Campus</b>											
Administration Office		1	1	1					1		
Sickbay	1										
Woodwork (C1, C2, C3x2, C5)										5	
Art - D1/D2 & D4-D5										2	
Food Technology A12-A14					1					1	
<b>BARC</b>											
Reception Area	2										
<b>Changing Lanes</b>											
Sickbay	1	1			1	1		1	1		
Workshop	1										

## APPENDIX 2: BAIRNSDALE SECONDARY COLLEGE FIRST AID OFFICERS & FIRST AID ASSISTANT

Name	Ext	Date Trained	Photo
Janice Beane	835	19/6/2017	
Gail Daniell	816	19/6/2017	
Lisa Evans	837	19/6/2017	
Pam George	850	6/11/2017	

Name	Ext	Work Area	Photo
Lorry Kemp	828 / 843	21/7/2016	
Kerry Koroisamanunu	822	6/11/2017	
Michelle Lancaster	881	6/11/2017	
Pearl <small>Review</small> Schedule: every 4 years Date of last review: 27 March 2019 Leyshan	815	6/11/2017	

Eileen Loft	833	20/12/2018	No photo available
Jessica Overy-Spargo	813	20/12/2018	
Rebecca Reid	857 / 856	19/6/2017	
Tracey Rendell	831	20/12/2018	

Clare Stone	817	19/6/2017	
Yvonne Rooney	861 / 1007	19/6/2017	
Joanne Rankin	862	21/7/2017	
Julie Turnor	864	1/8/2016	