



# FIRST AID POLICY

## AT COBRAM SECONDARY COLLEGE

*The school of choice for the Cobram Community*



### Help for non-English speakers

If you need help to understand the information in this policy please contact Cobram Secondary College, 5871 1700.

### **STATEMENT OF COMMITMENT**

Cobram Secondary College believes every student deserves a safe and positive learning experience where they are engaged and supported to reach their full potential.

The College adheres to the principles of Australian democracy and takes into account the diversity of all children and makes reasonable efforts to accommodate them. This includes (but is not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, children who identify as lesbian, gay, bisexual, transgender, intersex and questioning (LGBTIQ) individuals, and children who are vulnerable.

The College is committed to creating a child safe environment protecting children from all forms of abuse and neglect.

### **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 Cobram 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**

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training and is updated annually.

## **First aid kits**

Cobram Secondary College will maintain:

- A major first aid kit which will be stored in the General Office.
- At least three 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
- First aid kits are also located in the following areas:
  - Foods Room – 3<sup>rd</sup> draw down in the front bench
  - Gym
  - Library Office
  - Metalwork Room
  - Science Office
  - Senior Study Centre – Staff Office
  - Wellbeing Office
  - W Wing Office
  - Woodwork Room

The General Office will be responsible for maintaining all first aid kits in conjunction with the School Nurse.

## **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 General Office 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, Cobram Secondary College will notify parents/carers by 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 Cobram 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**

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](#)

**COMMUNICATION**

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

- Available publicly on our school’s website
- Included in staff induction and child safety training processes
- Included on the staff portal
- Made available in hard copy from school administration upon request

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	June 2023
Approved by	Principal
Next scheduled review date	June 2027

