



FIRST AID

POLICY

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 and should be read in conjunction with this policy.

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Mortlake College'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 & OHS Activity.

General organisational matter relating to first aid will be communicated to staff as soon as practicable. First aid training and revisions will be undertaken regularly.

First aid kits

Mortlake College will maintain:

- 3 major first aid kits which are stored in the First Aid Room which are to be used for excursions and/or camps.
- 1 major first aid kit is stored in the Gym of the Activity Centre
- 1 minor first aid kit is stored in the Activity Centre which is to be used for PE excursions and/or events

- An emergency incident first aid kit is located in the Technology classes: Woodwork/Art, Home Economics.
- All staff members are provided with a basic yard duty first aid bum bag which are to be worn during their yard duty. These are to be used for minor incidents within the school yard.

First Aid Officers Dot Jenkins, Carmel Bourke & Cherie Robertson will be responsible for maintaining items for all 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](#).

Staff are expected to check first aid kits prior to use and they will be responsible for checking its contents before returning it to the First Aid room.

Staff will be responsible for maintaining items for their individual yard duty bum bag ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [First aid kits](#)

Quarterly inspections will be conducted on major and incident first aid kits, as per OHS Activity.

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 First Aid Room and monitored by first aid 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. Children should only to be in the First Aid Room for a maximum of 30 minutes where practicable.

Students presenting with gastro symptoms (or have vomited) are to be isolated and parents called immediately to collect. All blankets/pillows will be cleaned after each incident to prevent further contamination.

Students presenting with suspected infections diseases, staff will refer to DET [infectious diseases policy](#), will be isolated and parent called as soon as practicable.

Parents/carers, who collect their child from school must sign the child out of the school through Sentral on the Kiosk located in front of the General Office (& complete a Bus note if applicable).

The first Aid room will have a comprehensive supply of basic first aid materials.

First aid room

Our school follows the Department's policy and guidance in relation to our first aid room 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/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, Mortlake College may notify parents/carers by Sentral Parent Portal or text message.
- 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 Mortlake College will:
 - record the incident on SENTRAL ‘Sick Bay Register’ (and EduSafe Plus if hospital visit is required.)
 - Staff will record ‘How’ the incident occurred on Sentral ‘Medical Incident’.
 - if first aid was administered in a medical emergency, the details are recorded through the eduSafe Plus *Incident* form.
 - 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.

Analgesics, including paracetamol and aspirin, will be stored at school in the locked cupboard in the First Aid Room. Mortlake College (with annual permission from Parent/Carers) will only administer Paracetamol by one of the First Aid Officers. This is in conjunction with Mortlake College’s [Medication Policy](#).

- First Aid Officers will check Sentral’s medical permission records before proceeding with any the medication administering.
- If Panadol is administered, the Panadol register book is to be completed in locked first aid cupboard, and a text message is sent to parents/carers stating dosage amount and time taken, then it is recorded in Sentral.

It is recommended that all students have personal accident insurance and ambulance cover.

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 processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from school administration upon request

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](#)

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

- Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2023
Approved by	Principal
Next scheduled review date	June 2026

APPENDIX A

