# 2023 Parkville College – First Aid Policy

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## Purpose

Our school has a unique context that means at our Parkville and Malmsbury campuses we have a shared duty of care with the Department of Justice and Community Safety (DJCS), and at our Ascot Vale and Maribyrnong campuses we have a shared duty of care with the Department of Families, Fairness and Housing (DFFH). At these campuses we rely on the respective Departments’ procedures to manage common risks in the environment, including:

* On-site supervision
* First aid
* Student medical conditions (including Asthma management)
* Managing and distributing medicine
* Emergency management
* Restrictive interventions
* Visitors and volunteers
* Anaphylaxis Management
* Emergency bushfire management
* Buildings, facilities and grounds
* Behaviour management
* Digital Learning (Internet, Social Media and Digital Devices)

The purpose of this policy is to ensure the school community understands our school’s approach to first aid for students at our FLC Campus.

## Scope

First aid for anaphylaxis and asthma are provided for in our school’s:

* *Anaphylaxis Policy*
* *Asthma Policy*

## Policy

From time to time Parkville College - FLC Campus 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 Parkville College - FLC Campus has enough staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Parkville College - FLC Campus’ trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

### First aid kits

Parkville College - FLC Campus will maintain:

* A major first aid kit which will be stored in the Parkville College - FLC Campus first aid room.
* One portable first aid kit which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
	+ In the Parkville College - FLC Campus first aid room.

Delroy Bennett 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, Parkville College - FLC Campus will notify parents/carers by email and/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 Parkville College - FLC Campus will:
	+ record the incident on CASES21
	+ if first aid was administered in a medical emergency, report the incident to the Department’s Incident Support Operations Centre on 1800 126 126.

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

* Anaphylaxis Policy
* Asthma Policy
* Administration of Medication Policy
* Arrangements for ill students Policy

### DET Policies and Resources

* Duty of Care
* Health Care Needs
* Complex Medical Needs
* Health Support Planning Form

## Review Cycle

This policy was last updated on April 2023 and is scheduled for review in April 2024.