



# First Aid Policy

## Truganina College

### PURPOSE

To ensure the school community understands our school's approach to first aid for students.

### SCOPE

This policy applies to **all positions at the school including:**

- Principal and school leaders.
- Teachers including CRT.
- Non-Teaching Employees – Education Support Staff, SSSO's, Allied Health Services, Other stakeholders who have children under their supervision.
- Student Teachers (in consultation with supervisory teacher).

First aid for anaphylaxis and asthma are provided for in the Truganina College's:

- Anaphylaxis Policy.
- Asthma Policy.

### POLICY

From time-to-time Truganina 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

Consistent with the Department's First Aid Policy and Procedures, the school will allocate staff members as First Aid Officers. The principal will ensure that Truganina College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

A register of the names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be kept in the First Aid room and updated where necessary by the designated First Aid Coordinator/school nurse.

School Name: Truganina College	Policy name: First Aid Policy	Date: July 2 <sup>nd</sup> , 2025 [Month, Day, Year]	Policy Ref. Number: Student Welfare 3.1 (a) (iv) 1.	
Owner: S.Knight [AUTHOR]	Approved by: A. Williams [APPROVER]	Review date: January 2026	Version 1.0	Page 1 of 4

Truganina College's School Nurse is:

- Sarah Knight

43 school staff are level 2 first aid trained.

#### School nurse and First Aid Officers' Duties

The School Nurse and First Aid Officers are required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.

#### **Their specific duties include:**

1. Participate in the risk management process within the school in consultation with the school's OHS team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards. Incidents are to be investigated, which may result in modifications to a work or play area.
2. Provide first aid briefings to staff when procedures are updated.
3. Maintaining first aid room in Main Administration and Years 5-9 first aid room, as well as maintaining first aid kits.
4. Provide first aid services appropriate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the school (e.g. cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury.
5. Compass will be updated to record all injuries or illnesses experienced by students that require first aid.
6. Any student who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, will be recorded on EDUSAFE PLUS and reported to the Education Department Emergency and Security Management. If requested details of First Aid may be forwarded with the patient.
7. Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other staff may be required to help in accordance with their level of competency.
8. A sufficient number of staff will be trained to Level 2 First Aid. All staff will be trained with up-to-date CPR, asthma and anaphylaxis.
9. Anaphylaxis in house briefing will occur twice per year, with one annual practical verification for all staff. First Aid officers will be trained as verifiers every three years.
10. No medication will be administered to students without a Medication Authority form completed by the parent. Parent must hand in own medication, labelled with the student's name into sickbay with the Medication authority form.

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11. All school camps and excursions will have at least one Level 2 first aid trained staff member at all times.
12. A comprehensive first aid kit provided by the First Aid Coordinator will accompany all excursions and camps.
13. All students attending camps or excursions will have provided a signed medical form; providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are to be taken on camps and excursions.
14. Throughout the year, requests for updated first aid information will be sent home including requests for any asthma management and/or anaphylaxis plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medication.

## **First aid kits**

Truganina College's First Aid Officers will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- Portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  - First Aid room – Main Administration.
- A checklist with all required First Aid contents which is kept in both the Main Administration and Years 5-9 First Aid rooms.

## **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 a First Aid Room and monitored by staff. Depending on the nature of their symptoms, First Aid Officers/Nurses 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.

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- 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 an injury or condition that is above the shoulders, Truganina College will notify parents/carers by 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 Truganina College will:**
  - **record the incident on COMPASS.**
  - 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.

## RELATED POLICIES

- Truganina College Health Care Needs Policy
- Truganina College Anaphylaxis Policy
- Truganina College Asthma Policy
- Truganina College Administration of Medication Policy
- Truganina College Duty of Care Policy
- Truganina College Camps and Excursions Policy

## MORE INFORMATION AND RESOURCES

- Truganina College First Aid Contents Checklist
- Truganina College First Aid Summary Sheet

## REVIEW CYCLE

This policy was last updated on 2<sup>nd</sup> July 2025 and is scheduled for review at the commencement of every year.

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