

NOBLE PARK SECONDARY COLLEGE

FIRST AID POLICY

Noble Park Secondary College Child Safe Commitment

Noble Park Secondary College is committed to child safety.

We want children to be safe, happy and empowered. We support and respect children from all backgrounds, cultures, languages, LGBTI, religious and other minority groups as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Our College is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Our College has robust human resources and recruitment practices for all staff and volunteers.

Our College is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

Further information, our policy, code of conduct and reporting processes are available on our website

If you believe a child is at immediate risk of abuse phone 000.

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 Noble Park 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 Noble Park Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Noble Park Secondary College trained first aid officers are:

- A register is kept at the school of all current first aiders

First aid kits

Noble Park Secondary College will maintain:

- A major first aid kit which will be stored in the main office.
- Other kits located in:
 - The Science pre-area
 - Food technology Pre-area
 - HOL shed
 - F-technology Block (F5)
 - PE Office
 - Senior School Block – staff office
 - International Office
- 8 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - Front Office
- Pauline Lacey 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 Front Office 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.

COVID-19

If a student has Covid-19 like symptoms parents/guardians will be asked to collect the student for testing. The student should self-isolate at home and not return to school until they receive a negative test result.

If a student can-not be collected in a reasonable time frame, the student will be kept in a quarantine room (interview room) until a parent/guardian collects the child, or taken for testing by the school if there are exceptional circumstances.

The affected student and staff assisting will need to wear any required personal protective equipment (PPE). The area will be cleaned after the student has left by the cleaning staff following appropriate protocols.

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, Noble Park Secondary College will notify parents/carers by a notification on Compass or other method if parent has no access to Compass
- 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 Noble Park 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.
 - If it is a notifiable incident – Worksafe Victoria

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

- *Health Care Needs Policy*
- *Administration of Medication*
- *Anaphylaxis*
- *Asthma*

REVIEW CYCLE

This policy was last updated on 18 Feb 2021 and is scheduled for review in Feb 2023

Principal 