



# 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's:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

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

Our First Aid Offices are staffed by Division One Registered Nurses who practice within a professional and ethical framework with adherence to college and Department of Education and Training (DET) guidelines and policies.

In addition to the College Nurses there are also trained first aid staff are listed in our Emergency Management Plan (EMP). This list is reviewed annually.

### First aid kits

Mount Waverley Secondary College will maintain two First Aid Offices that are specifically designated for first aid purposes. One is on the Junior Campus opposite the administration area and the other is on the Senior Campus opposite the Student Wellbeing offices.

The First Aid Centres are open from 8:40am to 3:30pm during school term.

In addition to the First Aid Offices the College has portable first aid kits to be used for off Campus programs such as excursions, sport events and camps.

Each Campus also has First Aid Kits located around the College.

### Junior Campus:

- *Food Tech: including Asthma Emergency Kit, Adrenaline Autoinjector*



- *Science: including Asthma Emergency Kit*
- *Technology: including Asthma Emergency Kit*
- *Music*
- *Cafeteria*
- *PE including Asthma Emergency Kit*

#### **Senior Campus:**

- *Food Tech: including Asthma Emergency Kit, Adrenaline Autoinjector*
- *Science*
- *Technology: including Asthma Emergency Kit*
- *Music*
- *Senior School Office: including Asthma Emergency Kit*
- *Middle School Office: including Asthma Emergency Kit*
- *Cafeteria*
- *PE including Asthma Emergency Kit*

The College Nurses are responsible for maintaining all first aid kits.

Mount Waverley Secondary College is also equipped with three (3) Automated External Defibrillators (AEDs):

- In a locked cabinet at Middle School Office on the Senior Campus
- In the Senior Campus First Aid Centre
- Immediately outside the Junior Campus First Aid Centre

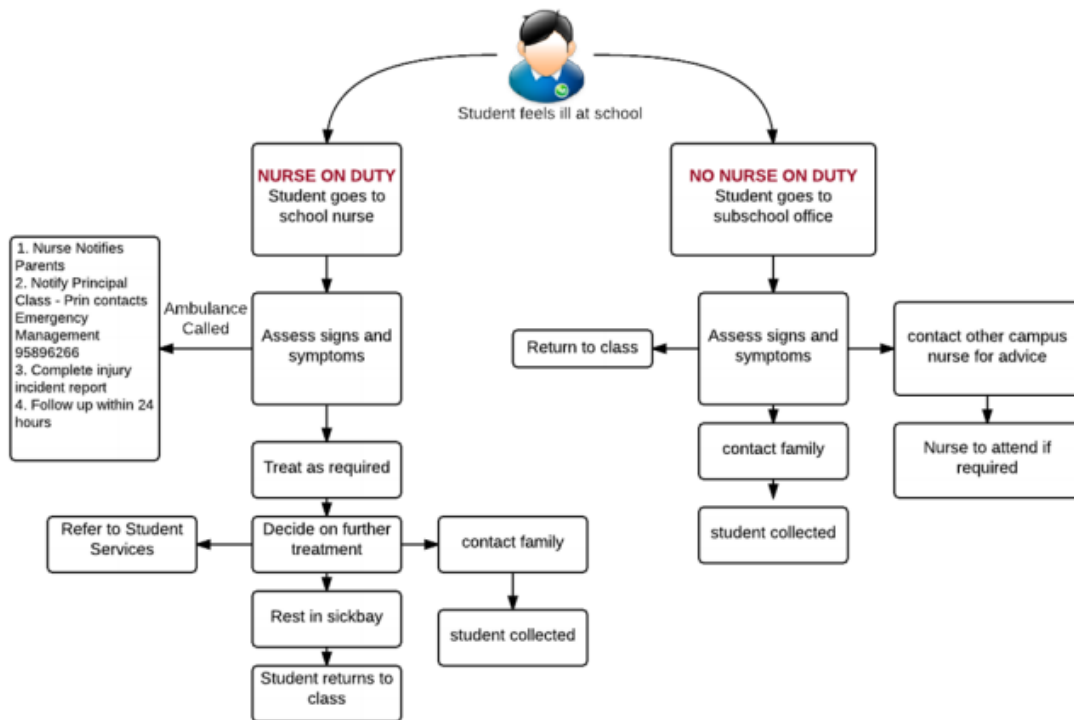
#### **Care for ill students**

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to First Aid Office at their Campus. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

## MWSC

### First Aid Policy – Student Illness



### First aid management

College nurses will chronicle each student visit on COMPASS and record all first aid treatments provided in the First Aid Centre on CASES21.

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 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.
- If first aid is administered for a minor injury or condition, Mount Waverley Secondary College will record the students visit on COMPASS chronicle.
- 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.



- If first aid was administered in a medical emergency, Mount Waverley Secondary College will 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.

## 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
- Hard copy available from school administration upon request

### Further information and resources

<https://www.mwsc.vic.edu.au/our-college/college-documents/#policies>

<https://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace>

<https://www2.education.vic.gov.au/pal/medication/policy>

### Relevant legislation

- [Occupational Health and Safety Act 2004 \(Vic\)](#)

## POLICY REVIEW AND APPROVAL

Policy ratified July 2021 and will be reviewed in July 2024.