



Education
and Training

LIVING OUR
VALUES
EVERYDAY



FIRST AID POLICY

PURPOSE

To ensure Wellington Secondary College meets the first aid needs of students and staff at school or on approved school activities and the community understands our school's approach to first aid for students and staff.

SCOPE

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

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)

POLICY

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

Wellington Secondary College's trained first aid officers are:

- | | | |
|--------------------|-------------------|--|
| • Sally Adams | College Nurse | HLTAID003 Provide First Aid expires March 2022 |
| • Danielle Delaney | First Aid Officer | HLTAID003 Provide First Aid expires April 2023 |

FIRST AID KITS

Wellington Secondary College will maintain:

- A major first aid kit that will be stored in the First Aid room.
- 27 portable first aid kits (used for excursions, camps, etc.) will be stored in the First Aid room.
- 16 portable first aid kits stored around the College

The First Aid Department is 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 First Aid 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 that occurs at school or a school activity that 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, 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, Wellington Secondary College will notify parents/carers by sending a note home to parents/carers, email, or phone call.
- If first aid is administered for a serious injury or condition, or in an emergency, 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 Wellington 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.

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

Refer to the following Wellington Secondary College policies:

- [Administration of Medication Policy](#)
- [Medication Authority Form](#)
- [Medication Administration Log](#)
- [Health Care Needs Policy](#)
- [Anaphylaxis Policy](#) and [Asthma Policy](#).

REVIEW CYCLE

This policy was last updated June 2020 and is scheduled for review in June 2023.