

Yarram Secondary College
86 James Street Yarram 3971
PO Box 135 Yarram 3971
Telephone: 5182 5522
Email: yarram.sc@education.vic.gov.au
Website: www.yarramsc.vic.edu.au



Yarram Secondary College

First Aid Policy

2024

Date ratified by Staff: December 2024
Date ratified by School Council: N/A
Review date: December 2027

FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact [Yarram Secondary College.

Acknowledgement of Country

This policy was developed on the various lands of Aboriginal and Torres Strait Islander peoples of the Nations across Victoria and includes the voices and contributions of First Nations educators. We acknowledge and pay our respects to all Aboriginal and Torres Strait Islander peoples and Traditional Custodians throughout Victoria, including Elders past, present, and emerging First Nations leaders.

PURPOSE

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

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Our school's trained first aid officers are listed and kept up to date by Jenna Rodaughan at the front office.

This list is reviewed on an annual basis by Jenna

First aid kits

Yarram Secondary College will maintain:

- A major first aid kit which will be stored in sick bay

- 6 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first kits will be stored at the front office

Jenna Rodaughan 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 front office and if deemed necessary sent to 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 room/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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, Yarram Secondary College will notify parents/carers by sending a text or by a 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 Yarram Secondary College will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, 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.

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.

COMMUNICATION

This policy will be communicated to our school community in the following ways: Available publicly on our school's website.

- Hard copy available from school administration upon request
- On the Yarram Secondary College's Web site.

FURTHER INFORMATION AND RESOURCES

The school keeps the student's asthma and anaphylaxis plans at the front office and also displays them in the staff room.

POLICY REVIEW AND APPROVAL

Policy last reviewed	14 December 2024
Approved by	Principal
Next scheduled review date	14 December 2027