



### PURPOSE

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

### SCOPE

First aid for anaphylaxis asthma are provided for in our schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

### POLICY

From time to time Cranbourne West 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 Cranbourne West Secondary College has sufficient staff with the appropriate levels of first aid training, when recruited in November 2020, to meet the first aid needs of the school community. As a new school, all staff will receive first aid training during induction on 27 January 2021.

Cranbourne West Secondary College's trained first aid officers are:

<b>Staff Member</b>	<b>Training Completed</b>
Sahra Dupuy	October 2018
Talosaga (Junior) Heka	February 2019
Brent Stephens	April 2021
Billy Quigley	April 2021
Monique Guerin	April 2021

### First aid kits

Cranbourne West Secondary College will maintain:

- A major first aid kit which will be stored in first aid.
- 4 portable first aid kits which may be used for excursions, camps, or yard duty.

The portable first aid kit/s will be stored:

- in the sick bay
- at least four bum bags which will be stored in the main staffroom

The first aid officer will be responsible for maintaining all first aid kits.

### **Management of an unwell student or staff member**

Students who are unwell should not attend school.

If a student becomes unwell during the school day they will be directed to the school sick bay at the rear of the administration 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.

It is important that any staff member or student who becomes unwell while at school with flu-like symptoms gets tested and returns home. While it is unlikely that a staff member or student who is unwell with flu-like symptoms will have coronavirus (COVID-19), there are sensible steps schools can take while a student awaits collection by a parent or carer as a precaution.

- Staff and students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, should be isolated in an appropriate space with suitable supervision and students should be collected by a parent or carer as soon as possible. Urgent medical attention should be sought where indicated. It is not suitable for an unwell student to travel home unsupervised.
- Where staff or students are experiencing compatible symptoms with coronavirus (COVID-19), the important actions to follow include hand hygiene, physical distance and putting on a surgical face mask (both staff and student where appropriate). See the Department's guidance for the use of Personal Protective Equipment in education.
- In the context of schools supporting students with complex health needs, if the care of an unwell child or young person is to be prolonged (for example, because it will take some hours for a parent to collect a child) and maintaining distance is not practical when providing supervision or direct care, the staff member should wear surgical face mask, gloves, gown and eye protection. See the Department's guidance for the use of Personal Protective Equipment in education.
- Follow cleaning guidance according to the situation of the case. If a student spreads droplets (for example by sneezing, coughing or vomiting), clean surfaces immediately with disinfectant wipes while wearing gloves.

### **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/carers 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, Cranbourne West Secondary College will notify parents/carers by 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 practicable.
- 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 Cranbourne West 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 treatment. This is because they can mask signs of serious illness or injury.

### **Pandemic**

During a pandemic, such as the 2020 COVID-19 pandemic, government schools are required to comply with the Department's Operations Guides applicable to that specific pandemic.

The Department updates the Operations Guides as required during a pandemic based on advice from the Department of Health and Human Services (DHHS). These Operations Guides cover procedures for the management of an unwell student or staff member.

The current COVID-19 Operations Guide includes a COVIDSafe Plan for Schools that ensures schools remain safe environments. The current Operations Guide is available on the Department's intranet.

### **Provision of routine care and first aid during pandemic**

Physical distancing is not practical when providing direct care. In this situation standard precautions, including hand hygiene, are important for infection control. Standard precautions as per the Department's Infectious Diseases policy and related policies should be adopted when providing first aid. For example, use gloves and an apron when dealing with blood or body fluids/substances.

### **MORE INFORMATION AND RESOURCES**

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

## REVIEW CYCLE AND EVALUATION

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<b>APPROVED BY CWSC COLLEGE COUNCIL</b>	NOVEMBER 2020
<b>RESPONSIBLE FOR REVIEW</b>	MATI AZADZOI – ASSISTANT PRINCIPAL
<b>REVIEW DATE</b>	NOVEMBER 2024

