



# MOOROOLBARK GRAMMAR

## First Aid and Care for Ill Students Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

**Phone:** 03 9727 3032

**Email:** [admissions@mooroolbarkgrammar.vic.edu.au](mailto:admissions@mooroolbarkgrammar.vic.edu.au)

### 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 Mooroolbark Grammar 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 Mooroolbark Grammar has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. A whole-school First Aid Officer shall be appointed by the Principal who may also hold another position. Such appointments shall be ongoing but subject to annual review, and always conditional upon appropriate current accreditation. All supervising staff must have First Aid Training to the equivalent of Level Two Workplace First Aid.

### FIRST AID KITS

Mooroolbark Grammar will maintain:

- A major first aid kit which will be stored in the sick bay.
- 2 portable first aid kits (back packs) which may be used for excursions and camps,
- 4 simple first aid kits (satchels) which may be used for yard duty.
- Additional simple (satchel) first aid kits can be equipped for use on local excursions and activities.

The portable first aid kits will be stored: In the sick bay

**The First Aid Officer** 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 office and then moved to the sick bay for monitoring by staff if required. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.



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### 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-ONCALL 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, Mooroolbark Grammar will notify parents/carers by sending a report via the Compass communication platform.
- 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. The first aid treatment and incident are recorded as a Chronicle entry on Compass.
- 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.

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.

### COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff meetings as required
- Hard copy available from the school administration upon request

### FURTHER INFORMATION AND RESOURCES

- Anaphylaxis Policy
- Asthma Policy
- Medication Administration Policy
- Duty of Care Policy

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|----------------------------|--------------|
| Policy last reviewed       | May 2024     |
| Approved by                | Principal    |
| Consultation (Recommended) | School staff |
| Next scheduled review date | May 2026     |