



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 John Fawkner 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 John Fawkner College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

John Fawkner College's trained first aid officers are:

- Zlata Josifovski – 2023
- Steven Stanecki – 2023
- Zoe Slatter- 2023
- Enes Coskundag- 2023
- Robyn Roberts -2023

First aid kits

John Fawkner College will maintain:

- A major first aid kit which will be stored the First Aid Room/General Office.
- 3 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the First Aid Room/General Office

Zlata Josifovski 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 sick bay at the front 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.

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, John Fawkner College will notify parents/carers by giving them a phone call and or providing a note sent home with the student.
- 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 John Fawkner 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.

Review

This policy will be reviewed by the Leadership Team every 4 years.

Evaluation

This policy will be reviewed Annually

Date	Description of update	To be reviewed	Approved by
2 Sept 2018	Initial publication	28 Sept 2022	S.Council 22/11/18
01/04/22	Update and approved		Lisa Vinnicombe - Principal
01/04/23		To be approved	
01/03/2024	<i>Updated</i>	01/03/2025	Lisa Vinnicombe
30/05/2025	<i>Updated and staff changes added</i>	01/03/2027	Lisa Vinnicombe