



FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office on 9091 8100 and select option 3.

PURPOSE

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

SCOPE

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

- *Anaphylaxis Policy*
- *Allergies Policy*
- *Asthma Policy*

These policies can be found in the first aid room and the staff room.

POLICY

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

An up-to-date list of Maribyrnong College's trained first aid officers can be found in the First Aid Summary Sheet. This sheet is displayed in the First Aid Room, Front Office, Stadium Reception, M Block Reception, B Block Reception, Main Canteen, Academy Canteen, Food Tech rooms P22 & M14, Junior School Attendance Office, Middle School Attendance Office, Senior School Attendance Office, Evacuation Kit and Library.

This list is reviewed annually and when staff have completed first aid courses or updates.

FIRST AID KITS

Maribyrnong College will maintain:

- A major first aid kit which will be stored in the sick bay cupboard
- The portable first aid kits, which may be used for excursions, camps, or yard duty are found in the following locations

Room	Location
Sick bay	Storage cupboard in sick bay
Wood Tech	C8
Art	C1 & C10
Science	Lab tech area
Maintenance	Maintenance room
Theatre Kit	Bio box (room above seating area)
Food Tech	P22 & M14
Evacuation Kit	Main office storeroom
Excursion Kits	Sick bay

The first aid officer will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [First aid kits](#).

DEBFIBRILLATORS

Maribyrnong College has two defibrillators. One is kept in the main front office and the other in the stadium office.

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 and be monitored by staff. The sick bay is in the main building behind the front desk. 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

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, Maribyrnong College will indicate this to parents/carers via Compass attendance.
- If first aid is administered for a head or 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 is administered to a student resulting from a student incident, injury or illness, Maribyrnong College will:
 - record the provision of first aid treatment on the sick bay register and Compass attendance
 - if an ambulance is called to the school for an emergency, this incident will be recorded in eduSafe Plus
 - if care was provided in response to a medical emergency or reportable incident, 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 where required to under that policy.

In accordance with Department of Education and Training policy, 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. For further information refer to the Department’s Policy and Advisory Library: [Medication](#)

COMMUNICATION

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

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

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Allergy Policy
- Duty of Care Policy
- Health Care Needs Policy
- Student Health Support Plan

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2023
Approved by	Principal
Next scheduled review date	November 2026