



BENTON JUNIOR COLLEGE

FIRST AID POLICY

Rationale

Benton Junior College (BJC) is committed to the health and wellbeing of all our students and staff. We endeavour to ensure that all students and staff are healthy and safe whilst at college and that incidents and health issues are addressed appropriately.

As part of our duty of care to students and staff, BJC is responsible for providing basic first aid when necessary within the limits of the individual's level of skill, expertise and training.

Aim

- Benton Junior College's aim is to have procedures for supporting the health of students with identified health needs and provide basic first aid in response to ill or injured students.
- To ensure the college community understands the college's approach to first aid for students.

Implementation

- All students with medical conditions will be documented through CASES 21. Medical conditions will be communicated to teachers in their red information folder. Casual Relief Teachers (CRT) will have access to this folder with relevant information about students.

First aid for anaphylaxis, asthma and diabetes provided for in our College's:

- *BJC Anaphylaxis Policy*
- *BJC Asthma Policy*
- *BJC Diabetes Policy*
- *BJC Health Care Needs Policy*

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

Benton Junior College's trained first aid officers are:

Name	Date Training Completed	Expiry Date
Sally Grose (First Aid Officer)	May 2018	May 2021
Sarah Hilli	February 2016	February 2019
Lyn Marchetti	May 2016	May 2019
Jabyn Hogarth	May 2016	May 2019
Fran Atherton	May 2016	May 2019

Samantha Cooney	May 2016	May 2019
Lucas Dyring	May 2016	May 2019
Lisa Cuming	May 2016	May 2019
Ant Richards	Mar 2017	Mar 2020

First aid kits

Benton Junior College will maintain:

- A major first aid kit which will be stored sick bay in the Administration area
- There are 6 portable first aid kits which may be used for excursions. The portable first aid kits will be stored: sick bay and Office area
- All yard duty teachers have a small bumbag with bandaids and wipes.

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 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 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, Benton Junior College will notify parents/carers by email via Compass. If the student has been knocked to the head the parent/carer will receive 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 Benton Junior College will:
 - record the incident on Compass
 - 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.

Further information and resources

- *BJC Anaphylaxis Policy*
- *BJC Asthma Policy*
- *BJC Diabetes Policy*
- *BJC Medication Policy*
- *BJC Health Care Needs Policy*

REVIEW CYCLE

This policy was last updated on 23/5/2018 and is scheduled for review in May 2019.