



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 separately in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

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

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. Excerpt below.

Training Type	Provide First Aid - HLTAID011	(CPR) - HLTAID001
Training Frequency	Every 3 years	Every 1 year
Arnott, Jane	Dec-2021	Dec-2023
Bendon, Kelly	Aug-2022	Jul-2023
Borg, Isabella	Jul-2023	Jul-2023
Cornelio, Danielle	May-2021	Jul-2023
Cosentino, Stephanie	Aug-2023	Aug-2023
Coutts, Lynlee	Aug-2023	Aug-2023
Dang, Le-Le	Aug-2022	Sep-2023
D'Souza, Amanda	Aug-2022	Jul-2023
Ellis, Gavin	Feb-2021	Jul-2023
Giulieri, Simone	Mar-2022	Apr-2023
Golten, Clare	Feb-2023	Feb-2023
Hamilton, Denyse	Aug-2022	Aug-2023
Harvey, Lauren	Feb-2023	Feb-2023
Keating, Jo	Nov-2022	Nov-2022
Kinchington, Marilyn	Jul-2023	Jul-2023
Livesay, Bradley	Apr-2023	Apr-2023
Maheswaran, Nimalini	Mar-2021	Jul-2023
Outhred, Ryan	Mar-2023	Mar-2023
Punton, Georgia	Apr-2023	Apr-2023
Robbins, Meg	Jul-2022	Mar-2023
Shannon, Tania	Mar-2022	Mar-2023
Williams, Lisa	Aug-2022	Aug-2023

First aid kits

Lyndhurst Secondary College will maintain:

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- A major first aid kit which will be stored in the Sick Bay.
- 12 portable first aid kits which may be used for excursions and camps, stored in Sick Bay.
- Other kits are in key areas around the school, every sub school office, the gymnasium and all technology rooms.

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 - [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 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.

Sick bay room

Our school follows the Department's policy and guidance in relation to our 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, Lyndhurst Secondary College will notify parents/carers by placing a note on 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 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 Lyndhurst Secondary College will:
 - Record the incident on Compass
 - If the first aid treatment is provided following a [recordable incident](#), the details are recorded through the eduSafe Plus *Incident* form and to WorkSafe if it meets the requirements.



- 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 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.

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
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- 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
- Duty of Care Policy
- Health Care Needs Policy

Policy Review and Approval

Policy last reviewed	November 2023
Approved by	Principal
Next scheduled review date	November 2024