



Collingwood English  
Language School

# 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 Collingwood English Language School 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 Collingwood English Language School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Collingwood English Language School's trained first aid officers are:

- Ceridwen Box                      12 Aug 2019
- Wendy Khalil                      17 Dec 2019
- Raffaella Marcon                      12 Aug 2019
- Sean Morice                      12 Aug 2019
- Helda Toma                      12 Aug 2019
- Uili Fiaui                      12 Aug 2019
- Bianca Perry                      12 Aug 2019
- Omid Sorkhi                      17 Dec 2019

### First aid kits

Collingwood English Language School will maintain:



Collingwood English  
Language School

- A major first aid kit which will be stored in the Hall (Collingwood campus) and Sickbay (Broadmeadows and Craigieburn campuses).
- 6 (at Collingwood campus) and 4 (at Broadmeadows and Craigieburn campuses) portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
  - In the Sickbay

Haziqah Abdul Samad (Collingwood campus) and First Aid officers (Broadmeadows and Craigieburn campuses) 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 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/carers 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, Collingwood English Language School will notify parents/carers by 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 Collingwood English Language School will:
  - record the incident on CASES21



Collingwood English  
Language School

- 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

[CELS Health Care Needs Policy](#)

[CELS Anaphylaxis Policy](#)

[CELS Asthma Policy](#)

Please refer to the above policies for further information. These policies are available on our school website <https://www.collingwoodels.vic.edu.au/school-info/policies> or by contacting the school directly.

## REVIEW CYCLE

This policy was last updated on 12 February 2021 and is scheduled for review in February 2024.