

First Aid Policy

2021-2024

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 in our school's:

- anaphylaxis policy
- asthma policy

Policy

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

Hampton Park Secondary College has a Division 1 registered nurse on staff to provide care to all students. In addition there are trained first aid officers available throughout the school.

First aid officers are:

- Casey Reid
- Leonie Jordan
- Tracey Logonder

First Aid Kits

Hampton Park Secondary College will maintain:

- a well-equipped first aid store. This will cater for all sick bay needs of the student cohort
- a variety of first aid kits are available for use for excursions, camps, or yard duty and these are stored in the office in sick bay
- sick bay staff 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:

- the HPSC nurse is available for care during normal school hours. 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"

Hampton Park

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for emergency medical services at any time

- if first aid is administered for a minor injury or condition, Hampton Park Secondary College will notify parents/carers via 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 Hampton Park Secondary College will:
 - record the incident on Compass and in Chronicle
 - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.

Review Cycle

This policy was last updated in March 2021 and is due for review in March 2024.