



RESPECT, INCLUSION,
PRIDE, RESPONSIBILITY

FIRST AID POLICY

Section – Safety

Policy No – SAF009

Purpose

To ensure the school community understands Chaffey Secondary College's approach to first aid for students.

Scope

First aid for anaphylaxis and asthma are provided for in our schools:

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)

Policy

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

Chaffey Secondary College's trained first aid officers are:

On Duty during Breaks	expiry dates
• Rochelle Collinson (First Aid Coordinator)	12/4/2022
• Ilknur Buchecker	22/10/2024
• Joycetta Davies	19/3/2022
• Deb Harris	7/5/2024
• Wendy Cassidy	20/2/2023
• Kristen Fell	25/3/2024
• Jessica Sindely	3/7/2023
• Amanda Chapple	8/8/2023
Administration Staff	
• Lucy Collihole	26/2/2024
• Cielle Ross	23/1/2023
• Stephanie Black	8/1/2023
• Stacey Twaddle	1/6/2023
Other Trained Staff	
• Stacey Armstrong	3/6/2023
• Kirsty Cameron	18/5/2023
• Terri Clarke	19/12/2023
• Susan Kalms	19/3/2024
• Darren LeGassick	4/12/2022
• Peter Levey	22/6/2024

- Jenny McLean 4/12/2022
- Nick Noblet 19/12/2022
- Jeff Topp 1/12/2023
- Sharon Bertalli 20/2/2022
- Lucy Cooper 18/5/2023
- Shannon Dalla Santa 20/2/2023
- Alisha Taylor 12/2/2023
- Claire Collihole 12/3/2023
- Ben Conibeer 20/2/2023
- Claire Eichler 29/4/2024
- Grace Morganti 20/2/2022
- Jeff Ullah 19/5/2024
- Noah Rawlings 16/9/2024

First aid kits

Chaffey Secondary College will maintain:

- A major first aid kit which will be stored in the First Aid Room
- Four Large and 3 Bum bag portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the metal cupboard in the First Aid Room

Rochelle Collinson (First Aid Coordinator) 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 Student Reception during class time and First Aid Room during Break 1 and Break 2 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, Chaffey Secondary College will notify parents/carers by phone call home.

- 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, Chaffey Secondary 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 treatment. 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:

- Included in staff induction processes and staff training
- Available publicly on our school's website and Compass
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

[SAF010 - Health Care Needs Policy.docx](#)

[SAF011 - Administration of Medication Policy.docx](#)

[SAF001 - Anaphylaxis Policy.docx](#)

[SAF003 - Asthma Policy.docx](#)

Evaluation

This Policy will be reviewed in line with DET Guidelines, Chaffey Secondary College's Leadership and Consultative Teams and School Council.

Date Implemented	December 2021
Author	
Approved By	School Council December 2021
Responsible for Review	Principal
Review Date	December 2025
Review Cycle	Every 4 years
References	