

First Aid Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 03 5973 9100.

Rationale

Benton Junior College 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, Benton Junior College 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 are 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 listed in our Emergency Management Plan (EMP). Our EMP includes the expiring dates of the training. This list is reviewed annually as part of the annual review of our Emergency Management Plan.

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 first aid bag 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:
 - o record the incident on Compass/CASES/EduSafe
 - o if first aid was administered in a medical emergency, 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.

In accordance with guidance from the Department of Education, 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:

- 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
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

Further information and resources

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

REVIEW CYCLE

Policy last reviewed	May 2025
Approved by	Principal
Next scheduled review date	May 2028