



## BENTON JUNIOR COLLEGE FIRST AIDE POLICY



### Help for non-English speakers

If you need help to understand this policy, please contact the school office on phone 59 739100

### 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* This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

### 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 trained First Aide Officers are:

#### **Name**

Sally Grose (First Aid Officer)  
Leanne Hodgson  
Lyn Marchetti  
Gemma Fotheringham

#### **Name**

Grant Gains  
Jabyn Hogarth  
Julia Mugavin  
Kirsten Tamburro

#### **Name**

Mark Holmes  
Tayla Davies  
Prue Richards  
Paul Seaman

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

This list is reviewed on an annual basis 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 in 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
- 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 room/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/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, 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

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 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
- Hard copy available from school administration upon request

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## Further information and resources

- BJC Anaphylaxis Policy (School website links)
- BJC Asthma Policy
- BJC Diabetes Policy
- BJC Medication Policy
- BJC Health Care Needs Policy

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](#)

## Policy Review and Approval

Policy last reviewed	February 2022
Approved by	Melissa Wisniewski, Principal
Next scheduled review date	February 2026