



BRIGHTON
SECONDARY COLLEGE

FIRST AID POLICY 2021-2024

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PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

This is for the application of first aid with the exception of the following:

- Anaphylaxis Policy
- Asthma Policy

First aid for anaphylaxis and asthma are provided for in separate specific policies.

POLICY

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

Brighton Secondary College's trained first aid officers are:

FIRST AID OFFICERS	DATE TRAINED	FIRST AID OFFICERS	DATE TRAINED
Alisia Simmons	20/11/2019	Karen Kerney	20/11/2019
Andrea May	20/11/2019	Lisa Danne	24/10/2019
Antonia Dimitroulis	28/11/2019	Luke Bahramis	20/11/2019
Caitlin Behrendt	20/11/2019	Marina Jay	12/03/2020
Christopher Pacher	20/11/2019	Nathan Hutchins	20/11/2019
Clive Wright	25/11/2019	Nicola Anderson	20/11/2019
Daniel Ward	3/11/2017	Nicola Anderson	28/11/2019
Elizabeth Bolton	20/11/2019	Paula Howard	20/11/2019
Fiona Carroll	20/11/2019	Poppi Azzopardi	6/03/2020
Holly Benedetti	20/11/2019	Robert Ivory	31/10/2018
Jan Chan	19/09/2018	Rosy Clarkson	20/11/2019
Janis Riley	13/06/2018	Sally McCarthy	4/12/2019
Jasmin Forster	28/11/2019	Sian Bedier	13/06/2018
John Frawley	28/11/2019	Susanne Burke	25/11/2019
Joshua Cohen	6/03/2020	Suzanne Lane	20/11/2019

First aid kits Brighton Secondary College will maintain:

- A major first aid kit which will be stored first aide room.
- 3 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
 - First aid room

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 the First Aid Office in the General Office 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, Brighton Secondary College 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 Brighton Secondary College will:

- record the incident on CASES21
- 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

- Asthma Policy
- Anaphylaxis Policy
- Administration of Medication Policy
- [Health Care Needs Policy](#)

REVIEW CYCLE

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3 years.

LAST UPDATED: 02/12/2020

**LAST RATIFIED BY COLLEGE
COUNCIL: NA**

NEXT REVIEW DATE: 02/12/2024



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