



A link to this policy is available on the McClelland College website, staff will be directed to this policy via the Staff Hand Book, parents and students will be directed to this policy via COG and the students PLJ.

## PURPOSE

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

## SCOPE

Details for 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 McClelland 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 McClelland College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

McClelland College's trained first aid officers are:

Staff Member	Course Number	Date Qualified To
Melissa Piper	<ul style="list-style-type: none"><li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li><li>● HLTAID011 – Provide First Aid</li></ul>	June 2025 June 2027
Nancy Cardo	<ul style="list-style-type: none"><li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li><li>● HLTAID011 – Provide First Aid</li></ul>	June 2025 June 2027
Robyn Andrews	<ul style="list-style-type: none"><li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li><li>● HLTAID011 – Provide First Aid</li></ul>	June 2025 June 2027
Matt Dawson	<ul style="list-style-type: none"><li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li><li>● HLTAID011 – Provide First Aid</li></ul>	June 2025 June 2027
Dean Blight	<ul style="list-style-type: none"><li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li><li>● HLTAID011 – Provide First Aid</li></ul>	June 2025 June 2027
Zac Armstrong	<ul style="list-style-type: none"><li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li><li>● HLTAID011 – Provide First Aid</li></ul>	June 2025 June 2027

Katie Duncan	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2027</p>
Stephanie Ganegoda	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2027</p>
Renorine Gurusinghe	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Ai</li> </ul>	<p>June 2025 June 2027</p>
Brendan Hickey	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2027</p>
Benedicte Imbert	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2027</p>
Nicole Jeffries	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2027</p>
Joel Malcolm	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2027</p>
Sharon Bucher	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2024 June 2023</p>
Zoe Mitchell	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2027</p>
Laura Murphy	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2027</p>
Tarena Murray	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2027</p>
Ciara Vella	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2027</p>
Tessa Scott	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2024 June 2023</p>
Manila Shakoor	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2027</p>
Steve Shaw	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2027</p>
Azusa Suzuki	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2027</p>
Daniel Nicholls	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2023</p>
Nicole Dinsdale	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2026</p>
Kate Collins	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2026</p>
Stephanie Sadler	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	<p>June 2025 June 2026</p>

Simon Rowley	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	June 2025 June 2027
Matt Wheatley	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	June 2025 June 2027
Tim Kight	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	February 2025 June 2025
Maria Neophytou	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	March 2025 June 2026
Thelma McFarlane	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	June 2025 June 2025
Lisa Williams	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	June 2025 June 2026
	<ul style="list-style-type: none"> <li>● HLTAID009 – Provide Cardiopulmonary Resuscitation</li> <li>● HLTAID011 – Provide First Aid</li> </ul>	

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

### **First aid kits**

McClelland College will maintain:

- Major first aid supply which is stored in the first aid room.
- First aid kits in Food Technology, Hands on Learning, Technology and reception.
  - 9 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit are stored in the library

Reception will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [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 via school reception 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 area**

Our school follows the Department's policy and guidance in relation to our first aid area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

## Head injury and/or suspected concussion

If a student presents with a head injury or head knock, they will be directed to sick bay / first aid where they will be provided with appropriate first aid and assessed for a concussion.

- Where concussion is not suspected the school will inform parent/carers, monitor for any signs or symptoms and advise to seek medical assessment if signs or symptoms of concussion develop.
- If observable signs of concussion are displayed, the school will contact a parent/carers, ask them to collect the student and recommend a medical assessment is sought.
- In the case that any 'Red Flag' signs or symptoms are observed then first aid will be administered and an ambulance will be called.

**Red Flags: CALL AN AMBULANCE**

If ANY of the following signs are observed or complaints are reported after an impact to the head or body the athlete should be immediately removed from play/game/activity and transported for urgent medical care by a healthcare professional (HCP):

- Neck pain or tenderness
- Seizure, 'fits', or convulsion
- Loss of vision or double vision
- Loss of consciousness
- Increased confusion or deteriorating conscious state (becoming less responsive, drowsy)
- Weakness or numbness/tingling in more than one arm or leg
- Repeated Vomiting
- Severe or increasing headache
- Increasingly restless, agitated or combative
- Visible deformity of the skull

Following a confirmed concussion the college suggests medical documentation be provided. This should outline any recommendations regarding modifications to teaching and learning, involvement in physical activities and any other reasonable adjustments.

## 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/carers 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, McClelland College will make a first aid Compass entry, which in turns sends an email to the parent/carers.
- 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 and may call Triple Zero "000".
- 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 McClelland College will:
  - record the incident on Compass
  - if first aid was administered in a medical emergency or reportable incident, 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 where required to under that policy.

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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

## 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

## FURTHER INFORMATION AND RESOURCES

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](#)

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

## POLICY REVIEW AND APPROVAL

Policy last reviewed	2nd August 2022
Approved by	School Council
Next scheduled review date	August 2026