



# Montague School

100 Montague Street, South Melbourne VIC 3205

Tel: 03 9690 3535 | Email: [montague.ec@education.vic.gov.au](mailto:montague.ec@education.vic.gov.au)

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## First Aid Policy

### 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*

### POLICY

From time to time Montague 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 Montague School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Montague School's trained first aid officers are:

- |                                       |                    |
|---------------------------------------|--------------------|
| • All administration & teaching staff | Training held 2019 |
| • Principal                           | Training held 2019 |

### First aid kits

Montague School will maintain:

- A major first aid kit which will be stored in the main office at reception.
- at least 1 portable first aid kit which may be used for excursions, camps, or yard duty. The portable first aid kit will be stored:
  - main office at reception

Administration team will be responsible for maintaining all first aid kits.

### Care for ill students

Students who are unwell should not attend school.



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If a student becomes unwell during the school day they may be directed to the 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, Montague School will notify parents/carers by phone call and sending a note home to parents/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.
- 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 Montague School 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

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

## REVIEW CYCLE

This policy was last updated on September 2020 and is scheduled for review in September 2023.