



First Aid Policy

OakTree College ('the College') is an independent co-educational specialist senior secondary school providing education opportunities for young people of migrant backgrounds who are at risk of disengaging from education.

OakTree College ('the College') seeks to provide a safe and supportive environment where all students can safely participate in the educational experiences offered by the College.

1. Purpose

To explain how OakTree College (the College) will manage first aid for students who are ill or injured at College due to unforeseen circumstances and/or who require emergency assistance.

2. Scope

This policy applies to all College staff, students and parents, carers and guardians.

First aid for anaphylaxis and asthma are provided for in the Anaphylaxis Policy and the Asthma Policy.

This policy does not include information on first aid requirements for COVID-19. The College monitors the Victorian Department of Health for guidance for first aid management relating to COVID-19 or other public health issues.

3. Policy

There may be occasions when College staff will need to administer first aid to students who have sustained an injury or experience a medical emergency at College or while on College excursions or activities.

The goal of first aid is to manage accidents and emergencies which are unpredictable events that can occur at any time to anyone. Being prepared for any unexpected event or emergency can minimise injury or hurt and, in some cases, can save lives. The goal of first aid is not to diagnose or treat the condition.

3.1 First aid trained staff

The Executive Principal will ensure that all staff have the appropriate levels of first aid training to meet the first aid needs of the College community. In addition, the Executive Principal will maintain a first aid supervision roster as deemed necessary and will hold at least two staff first aid briefings a year to keep staff up to date on the College's first aid and emergency response protocols.

The College's staff trained in first aid are also listed in the Emergency and Critical Incident Management Plan (ECIMP) which includes the first aid qualification held and the expiry dates of the training. The College reviews this policy and register annually, and the staff register is updated on an ongoing basis as staff are trained throughout the year.

Staff will be trained in either of the following courses:

- Provide First Aid (Level 2) HLTAID011, or
- Provide First Aid in an Education and Care Setting HLTAID012 (this course includes training on asthma and anaphylaxis emergency management).

Staff are also required to complete anaphylaxis management training, refer to the Anaphylaxis Management Policy. The list of staff trained in anaphylaxis is the ECIMP.

The College designated First Aid Officers are the Business and Administration Officer and the Executive Principal but other staff can be included on the roster.

3.2 First Aid Register

The Executive Principal will maintain a register of all staff trained in first aid (refer to Appendix 1) and ensure staff are reminded and assisted to update their refresher training by the renewal date.

3.3 First aid kits

The College will maintain:

- First (1) major first aid kits which will be stored first aid room in a marked cupboard,
- One (1) portable first aid kit which may be used for excursions and will be stored in the first aid room when not in use.

The designated First Aid Officer will be responsible for maintaining all first aid kits and running an inventory on a regular basis, as well as maintain records of accidents and incidents in the Accident and Incident Register.

3.4 First aid room

The College has designated a first aid room which is clearly marked on the floor plan. It is accessible to toilets and is close to the Executive Principal's office and the staff room.

A list of first aid trained staff and their contact phone number will be displayed in the first aid room. Copies of students' medical management plans will also be stored in the first aid room. These include the relevant Individual Anaphylaxis Management Plan, Student Health Support Plan and Medical Management Plan. A proforma Administration of Medication log will also be kept in the first aid room.

The first aid room contains a refrigerator (to store medications), a cupboard to store dressings and non-prescription medical supplies (antiseptic liquids/lotions, eye wash equipment, etc), a container for soiled dressings and a sharps disposal system (if deemed necessary). The first aid room includes a workstation area for the supervising First Aid Officer to maintain and securely store first aid records. It will include a noticeboard area to display the first aid supervision roster and other emergency information, such as emergency telephone contact numbers and procedures.

The first aid room will be maintained in a clean and hygienic condition at all times.

3.5 Care for ill or injured students

Parents, carers and guardians will be advised that a student who is unwell should not attend College.

If a student becomes unwell during the school day, they may be directed to the first aid room and attended to and monitored by staff (Business and Administration Manager, or available teaching or support staff).

If the student is too unwell to continue the school day or displays symptoms of a serious nature (high temperature, vomiting, etc) the Executive Principal or the First Aid Officer will contact the student's parent, carer or guardian, or an emergency contact person, to ask them to collect the student.

If first aid is administered for a minor injury or condition, the College will notify parents, carers or guardian by a phone call to advise them of the College's treatment.

If first aid is administered for a serious injury or condition, or in an emergency, the First Aid Officer or the Executive Principal will attempt to contact parents, carers, guardians 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, the First Aid Officer or the Executive Principal will ask parents, carers, guardians, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.

If a student suffers any type of head injury including suspected concussion, either:

- emergency action is to be taken, i.e. call Triple Zero '000' or
- if the injury is assessed by first aid trained staff and does not warrant any emergency response the student must still be checked and first aid applied.

The Executive Principal or First Aid Officer is responsible for contacting parents, carers or guardians immediately to advise them that the student has suffered a head injury possible concussion and recommend they follow up with their medical practitioner or hospital.

3.6 Applying first aid

If there is a situation or incident which requires first aid to be administered to a student:

- The First Aid Officer or another trained staff member will administer first aid in accordance with their training. In an emergency, other trained staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, the First Aid Officer is authorised to take emergency action and does not need to obtain parent, carer or guardian consent to do so. Staff may contact Triple Zero '000' for emergency medical services at any time.

3.7 Record keeping

The Executive Principal or First Aid Officer is responsible for ensuring all instances where first aid has been administered are recorded in the Incident Register, in the student's personal file.

4. Communication

This policy will be communicated to the College community:

- On the College website
- Included in the Student & Parent/Guardian Handbook
- Included in enrolment packs
- Included as part of staff induction and training processes.
- Included in the Teachers' Handbook and Staff Handbook

5. Related Policies

- Administration of Medication (proforma)
- Anaphylaxis Management Plan
- Asthma Policy
- Duty of Care Policy
- Emergency and Critical Incident Management Plan
- Medical Management Plan (proforma)
- Medical Management Policy
- Student Health Support Plan (proforma)

6. Approval and Review

Document Owner	Executive Principal
Approved by:	College Board
Approval date:	18 May 2024
Next review date	May 2025 and every 12 months thereafter



Appendix 1 – First Aid Trained Staff Register

Full name	Position	First Aid course	Completion date	Renewal date
Paul Adigun	Executive Principal	HLTAID003 Provide First Aid		
	Assistant Principal			
	Accounts and Finance Manager			
	Business and Administration Manager			
	Education Support Officer			
	Student Wellbeing Officer			
	Teacher			
	Teacher			