

## Procedures

### First aid in the school

- Appropriate signage to be used for First Aid office and First Aid kits
- First Aid room facilities include: locked medical supplies cabinet; recliner chairs; information posters
- First Aid room is supervised by Administration Officers
- First aid trained officers are Administration Officers. Other staff trained in First Aid include teaching and non-teaching staff with direct responsibility for student first aid in course of providing/supervision learning activities (e.g. Food Studies, Outdoor Education, Health and Physical Education)
- Training is provided by authorised first aid training provider and overseen by First Assistant to the Principal
- Student medication is stored in lockable cupboard in First Aid room and lockable cabinet in Student Reception (own medication).
- Administration Officer with responsibility for student health maintains the number of first aid kits, their location and contents in line with DET guidelines.
- Supervising teacher for school camps and offsite activities books first aid kit with Administration Officer with responsibility for student health. The latter generates student health report to ensure all students with health/medical conditions are identified and appropriate medications are provided, including school anaphylaxis epipen.
- Staff on yard duty are within short distance of first aid room.

### Communication with parents or carers

- School's policies and procedures are available to the school community via the College website
- Parents, guardians and/or carers to be contacted via telephone after an incident or illness involving their child.
- Medical information and updates are sought from parents, guardians and/or carers in enrolment form, via the Hub, Operoo profile and in Operoo letters for all offsite activities.

#### Approval and Review

<b>Guidelines updated:</b>	February 2022
<b>Approval Authority:</b>	College Leadership Team
<b>Delegated Responsibility:</b>	Deputy Principal - Students
<b>Policy Review:</b>	February 2024