

FIRST AID POLICY INCORPORATING CARE FOR ILL STUDENTS'

Help for non-English speakers

If you need help to understand the information in this policy, please contact Keysborough Secondary College.
Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus or email at:
keysborough.sc@education.vic.gov.au.

PURPOSE

To ensure that Keysborough Secondary College and the school community understands our approach to first aid care of students and staff.

SCOPE

Applies to all first aid procedures at Keysborough Secondary College and to the operation of the First Aid room and nursing care. First aid for anaphylaxis and asthma are provided for in the POLICY
From time-to-time Keysborough 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 College Principal will ensure that Keysborough Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the College community. For every one hundred (100) enrolled students at Keysborough Secondary College, the College will ensure there are at least two (2) trained first Aid officers.

Keysborough Secondary College's trained first aid officers are listed on our Emergency Management Plan (EMP), and also kept as a list in the First Aid file, Accountabilities folder of the T Drive. Our EMP and First Aid file includes the expiry dates of the training. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

Keysborough Secondary College will employ a full-time Registered Nurse at each campus to provide first aid to students and staff.

The Keysborough Secondary College nurse will be responsible for maintaining:

- all records of students who attend the First Aid room or require First Aid care at Keysborough Secondary College
- all equipment in the First Aid room
- all first aid kits.

First Aid Room

The First Aid Room

a minimum of one bed
a minimum of one treatment couch/ reclining chair
a comprehensive and fully equipped first aid and nursing station
a minimum of two wheelchairs
a minimum of two sets of crutches
sharps container
contaminants bin
running hot and cold water with sink for handwashing
mirror
nurse's desk with dual-screen computer; with LAN and WAP connectivity
bookshelf for manuals and files
chair for patient interviews
fire proof filing cabinet
a lockable drugs cabinet that meets *Drugs, Poisons and Controlled Substances Act 1981* and Regulations 2017 and is designed and manufactured to the requirements of Australia / New Zealand Standard for Safes and Strongrooms (AS/NZS 3809:1998) as stipulated by the Australian Health Department Specifications.

Keysborough Secondary College follows the Department's policy and guidance in relation to our first aid room to ensure it is safe, hygienic and appropriately equipped: [Firs](#)

