


<p style="text-align: center;"><b>Marnebek School</b> Cranbourne/ Cranbourne East Campus</p>	<p style="text-align: center;"><b>First Aid</b> <b>Policy</b></p>	
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## 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 Marnebek School 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 Marnebek School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Marnebek School trained first aid officers are:


Staff Members Name	First Aid Qualification	Expiry Date
Danielle Lily Burgess	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Helen Porter	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Steven Zonneveld	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Alanna Eastwood	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Jerusha Thompson	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Kerry Craig	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Bronwyn Cook	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Lynne Stroud	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	18/07/2021
Priscilla Tai Tin	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Sandra Waldron	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024

Samantha Baker	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Susan Sinclair	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Tania Stocco	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Carlee Brown	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Julian Pharaoh	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Chloe Jones	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Anke Stevens	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Elaine Louder	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Steve Brown	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Waimirangi Skipworth	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Anissa Diaz	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Kathryn Bacalja	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Penelope Elliott- Johnstone	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Kate Masterton- Bojang	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Georgia Goldsworthy	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Aaron Grover	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Cassandra Denton	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Brooke Worden- Moore	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Hilda Weston	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Jacob Lacriarde	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Maria Louis	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Nicole Cairney	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Peter Turner	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Racheal Tiberi	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024

Stacey bourke	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Rebekah Footman	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Martine Hoyling	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Gayathri Almeida	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Nicholas Lee	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Erin Rodgers	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Abby Burrosi	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Archie Thomas	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Anthea Taitt	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Karen Snow	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Shannen Janz	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Maria Robertshaw	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Danielle Thomas	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Kerryn Rodgers	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Brendan Pietsch	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Lorraine Austin	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Wendy Labrooy	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Danielle Anderson	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024

Anthea Pownall	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Pretty George	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Caroline Menon	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Elizabeth Butcher	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Donna Eager	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Nicole Lamers	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Larissa Swanton	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Antony Zuccon	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Richard Milsom	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Lorraine Blackburn	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Jodie Essing	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Juliette Courcoux	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Kate Boon	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Fiona O'Connor	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Lysan Cheeramkuzhiyil Joseph	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Netaisha Harvey	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Larissa Schoormans	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024

Catherine Collins	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Nicholas Rushen	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Jack Morgan	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Michelle Holdsworth	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Jennifer Hamilton	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Liam Mara	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Christopher Murray	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Jade Nedic	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Selena Weitacher	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Chitra Vig	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
John Wigg	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Suzanne Caddy	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Kala Hariharan	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Gurjeet Sajjan	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Jan Thomas	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Katrina Canty	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Christina D'Souza	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024

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Deirdre Lewis	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Joanne Beck	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Ann Barkby	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Margaret Kaplan	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Russell Greene	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Gerard Burns	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Zedrick Pulemoana	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Mellisa Merryweather	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Amelia Webster	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Deborah Kepert	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Jasmine Ridoutt	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Caroline Bermingham	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024
Kelly Frenkel	HLTAID003 Provide first aid, HLTAID 002 BLS, HLTAID001 CPR	27/01/2024

### First aid kits

Marnebek School will maintain:

- A major first aid kit which will be stored in the sickbay at both campuses
- Marnebek School provides portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in:
  - Sickbay

The school nurse will be responsible for maintaining all first aid kits.

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### 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 sub school Leaders and or the school nurse 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 on 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. Where required the school nurse will be called to assess and manage student. 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, Marnebek School will notify parents/carers by sending a note home to parents/carers, sickbay notification via compass, email or phone call.
- 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 Marnebek 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.

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## FURTHER INFORMATION AND RESOURCES

Other related local policies, including *Health Care Needs, Administration of Medication, Anaphylaxis, Asthma*.

## REVIEW CYCLE

This policy was last updated on June 8<sup>th</sup> 2022 and is scheduled for review in June 2026.