

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:

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 must notify parents/carers in the first instance if first aid is administered for a minor injury or condition by sending a note to parents/carers with the student. This will be followed by an email, phone call or text to confirm the parent/carer has received the relevant information
must attempt to contact parents/carers or emergency contacts as soon as reasonably practical if first aid is administered for a serious injury or condition or in an emergency situation
providing first aid must determine that an emergency response is not required but that medical advice is needed must ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner
must, whenever first aid treatment has been administered to a student of Keysborough Secondary College:

- o record the incident on CASES21
- o ensure the details are recorded through the eduSafe Plus form if the first aid treatment is provided following a [recorded incident](#). For all other presentations, the eduSafe Plus form is used.
- o follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incie

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