



First Aid Policy

Rationale:

From time to time Example 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.

First aid for Anaphylaxis and asthma are provided in our school's:

- Anaphylaxis Policy
- Asthma Policy

Purpose:

To ensure the school community understands our school's approach to first aid for students.

Guidelines:

Staffing

The principal will ensure that Upwey South Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Upwey South Primary School's trained first aid officers are listed in the First Aid room and staffroom. The administration team of trained first aid officers are:

Janette CLARKE [Aug 2016]

Paul HENNESSY [Aug 2016]

Clare BUTTERWORTH [March 2018]

First Aid Kits

Upwey South Primary School will maintain:

- A major first aid kit which will be stored in the sick bay.
- 4 portable first aid kits which may be used for excursions and camps. The portable first aid kits will also be stored in the sick bay.
- 12 small first aid bum-bags which may be used for yard duty and treating minor ailments in the classes.

The First Aid Officer will be responsible for maintaining all first aid kits.

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 the first aid room 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 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. 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 within the yard or classroom by the staff member on duty. Parents/carers may not receive notification of this.
- If first aid is administered for a minor injury or condition within the sick bay, Upwey South Primary School will notify parents/carers by sending a note home.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will send a note home and attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- In addition to receiving written notification, parents of children who receive injuries to their head will be contacted by phone.
- 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 (for serious injury or condition) Upwey South Primary 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.

Further Information and Resources:

- Anaphylaxis Policy 2018
- Asthma Management Policy 2018
- Health Care Needs Policy 2018
- Administration of Medication Policy 2018
- OHS Management System – First Aid and infection control
- SPAG – School Policy and Advisory Guide
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- WorkSafe Compliance Code – First Aid in the Workplace
- Duty of Care

Review Cycle:

This policy was last updated on 18th June 2018 and is scheduled for review in June 2021