

# FIRST AID POLICY



## 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 Tooradin Primary School staff might need to administer first aid to students at school or school activities.

Students who injure themselves or feel unwell are to seek first aid assistance from staff as soon as possible.

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 Tooradin Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Tooradin Primary School staff are offered annual first aid training (organised and paid for by the school) to ensure that there are always First Aid officers available at school and while on school camps, excursions and sporting events.

### First aid kits

Tooradin Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room
- Portable first aid kits which may be used for excursions, camps, sporting events or yard duty.

The portable first aid kits will be stored:

- First Aid Room (excursions, camps, sporting events)
- Staff Room (yard duty)

First Aid Officer/Wellbeing Coordinator 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 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, Tooradin Primary School will note down the details in Sick Bay Medical register (or first aid bag booklet if off-site) and notify parents/carers by sending home a copy of Illness/Injury Parent Notification form.
- Any injuries or knocks to a student’s head/neck will require a phone call home.
- 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 Tooradin 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

*Health Care Needs policy, Administration of Medication policy, Anaphylaxis policy, Asthma policy*

<https://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx>

## REVIEW CYCLE

This policy was last updated on 12<sup>th</sup> September, 2019 and is scheduled for review in September, 2022.

Signed:

  
Principal

Signed:

  
School Council President