



# FIRST AID POLICY

MARCH 2021

## PURPOSE

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

## SCOPE

First aid for anaphylaxis and Asthma provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

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

Strathaird Primary School's trained first aid officers are:

- Level 2 first aid training is offered to the entire staff, we have a delegate from each year level who is trained. The main office staff and majority of integration aides are trained as well.
- A training register of school staff is maintained as part of the OH&S Training Planner saved on the School users drive.

### First aid kits

Strathaird Primary School will maintain and provide:

- A dedicated First Aid room available for use at all times. A comprehensive supply of basic first aid materials will be stored in the First Aid Room. A major first aid kit which will be stored in the First Aid Room.
- Large green portable first aid bags which may be used for excursions, camps and sport days. The portable first aid bags will be stored:
  - In the back area of the first aid room
- Basic first aid supplies will be provided at the start of the school year to each classroom in a zipped satchel for teachers to deal with minor first aid issues. They will also include vomit sand and vomit bags.

- Yard duty “bum bags” provided to staff while on duty to assist with minor injuries. These bags will consist of disposable gloves, swabs and bandaids for minor injuries in the playground. The portable yard duty bags will be stored:
  - On individual hooks in the staffroom
- Other first aid bags/kits will be made up by the First Aid Officer to suit and cater for any other school related event such as sport events and school carnivals.

The First Aid Officer will be responsible for maintaining and monitoring 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 the First Aid Officer. Depending on the nature of their symptoms, the First Aid Officer 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, Strathaird Primary School will notify parents/carers by recording the incidence onto Sentral and sending a paper slip home to parents/carers with the student. The Sentral slip details the nature of the injury, any treatment given, the time and the name of the treating staff member.
- 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 Strathaird Primary School will:
  - record the incidence and treatment given onto Sentral
  - record serious incidences onto Sentral and also CASES21
  - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266 and Worksafe.

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.

### **Procedures for Administering First Aid**

- Any children in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time will be referred to the First Aid Officer who will manage the incident. The First Aid Officer will provide feedback to the class teacher as soon as practicable.
- Any children with injuries involving blood, must have the wound covered at all times.
- Any student who has an injury to the head, face, neck, back or groin area will have the parent or guardian of that student contacted regarding the nature of the injury.

### **FURTHER INFORMATION AND RESOURCES**

[Insert links to related local policies, including *Health Care Needs, Administration of Medication, Anaphylaxis, Asthma* [Schools should have an Asthma Policy in place if they have a student enrolled who has been diagnosed with asthma. Delete if your school does not have an Asthma Policy]

### **REVIEW CYCLE**

This policy was last updated on 9<sup>th</sup> March 2021 and is scheduled for review in March 2024.