



Help for non-English speakers

If you need help to understand the information in this policy please contact Strathaird Primary School

MAY 2022

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*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

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.
- The list is reviewed annually as part of the annual review of our Emergency Management Plan.

First aid kits

Strathaird Primary School will maintain:

- 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 all first aid kits, ensuring they are managed in accordance with the Department’s policy and guidance on first aid kits – refer to [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 Sick Bay Area 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.

Our school follows the Department’s policy and guidance in relation to our Sick Bay Area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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 is administered to a student resulting from a student incident or a serious injury, Strathaird Primary School will:
 - record the provision of care on eduSafe Plus. If the care is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
 - if care was provided in response to a medical emergency or reportable incident, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

In accordance with Department of Education and Training policy, 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy, copies can be found on our school website: www.strathairdps.vic.edu.au

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	10 May 2022
Approved by	Principal
Next scheduled review date	May 2025