

# FIRST AID POLICY

Approved by School Council: 2020



If you need help to understand the information in this policy, please contact the school office on 9547 1224

## PURPOSE

To ensure the school community understands Athol Road Primary School's processes and procedures as they apply to first aid for students.

## GUIDELINES

- All first aid practices must meet the requirements of:
  - The *Occupational Health & Safety Act 2004* (Vic)
  - The Department of Education and Training's First Aid and Infection Prevention Control Procedure
  - Guidelines related to first aid in schools as published and amended by the Department of Education and Training, including the School Policy and Advisory Guide
- First aid for anaphylaxis and asthma is provided for in the school's *Anaphylaxis and Asthma Policies*.
- From time to time Athol Road 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.

## IMPLEMENTATION

### STAFFING

- The principal will ensure that Athol Road Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.
- Our school's trained first aid officers are listed in the school Emergency Plan (EMP) which includes the expiry date of training. The list is reviewed annually.
- First aid personnel will be trained to Level 2 (Occupational Health and Safety)
- A core of Level 2 First Aid trained personnel is to be maintained, where possible
- Athol Road Primary School has a minimum of 9 trained first aid officers who manage the day to day minor first aid needs of students

### FIRST AID KITS

- Athol Road Primary School will maintain:
  - A fully stocked first aid kit located in each learning space: Kindergarten, Foundation, Year 1/2, Year 3/4, Year 5/6 and the hall. These are used for excursions and camps.
  - 2 portable first aid kits are used for yard duty. These are stored with the visible vests and yard duty folders in the administration area. The First Aid Officer in conjunction with Team Leaders is 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 are monitored within their learning space. 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

- A secure first aid cabinet containing approved first aid materials accessible to all staff
- A trained first aid person is to be timetabled on duty during recess and lunch breaks
- Students attending the first aid room are to be assessed by a trained first aid person
- Gloves are to be used in all cases where bodily fluids are involved

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, Athol Road Primary School will notify parents/carers by either sending a medical slip note home to parents/carers, email or phone call.

- 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.
- Following an accident, a child is not to be moved unless able to do so by him/herself, the only exception being in the case of immediate danger to person/s involved.
- in the event of serious injury including all head injuries, parents are to be contacted immediately
- 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 Athol Road Primary School will:

- record the incident on CASES21
- if first aid was administered in a medical emergency, 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.

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.

## COMMUNICATION

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

- Available on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCE

### School policies:

- [Health Care Needs](#)
- [Administration of Medication](#)
- [Anaphylaxis](#)
- [Asthma](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2020
Approved by	Principal
Next scheduled review date	May 2022