



First Aid Policy 2018

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

This policy relates to all other areas of first aid at Grovedale Primary School.

Policy:

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

First aid kits

Grovedale Primary School will maintain:

- A major first aid kit is will be stored in the first aid room.
- Five portable first aid kits, which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - In the first aid room

Administrative staff 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 sick bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person and ask them to collect their ill child.

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, Grovedale Primary School will notify parents/carers by sending a note home to parents/carers 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.
- 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.
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.
- Whenever first aid treatment for serious injuries has been administered to a student Grovedale 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:

<http://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaid.aspx>

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

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

<https://www.stjohnvic.com.au/>

This policy was ratified by School Council in **March 2018** and is scheduled for review in **March 2020**.