

## FIRST AID POLICY

### **RATIONALE:**

All students have the right to feel safe and well, and know that they will be attended to, with due care, when in need of first aid or when feeling unwell. School staff, however are not health care professionals nor are they expected to take on this professional role.

### **AIMS:**

To ensure the school community understands our school's approach to first aid for students including matters relating to administration of first aid to students when needed, in a competent and timely manner.

This policy should be read alongside the schools:

- *Anaphylaxis Policy*
- *Asthma Policy*
- *Administration of Medication Policy*
- *Complex Health Care Needs 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.

### **IMPLEMENTATION:**

From time to time Findon Primary School staff might need to administer first aid to students at school or school activities. Parents/Caregivers should be aware that the goal of first aid is not to diagnose or treat a condition.

### **Staffing:**

The Principal will ensure that Findon Primary School has sufficient staff with the appropriate levels of first aid training (Level 2 First Aid Certificate and up to date Cardio Pulmonary Resuscitation (CPR) qualifications as necessary) to meet the first aid needs of the school community. Findon Primary School meets the Department of Education (DE) requirement for trained first aid officers. Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training, displayed on the first aid register. This list is reviewed annually as part of the annual review of the Emergency Management Plan and as staff become trained or update their training. The school also currently has a full time nurse.

### **First Aid Kits:**

Findon Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room
- A first aid kit attached to the wall in the Kitchen Garden Building and the canteen
- Classroom first aid kits with basic first aid supplies, including vomit receptacles, Band Aids, and a supply of protective disposable gloves
- Four portable first aid kits will be used for incursions, excursions and camps
- The portable first aid kits will be stored in the First Aid room and one with the emergency evacuation trolley
- Basic first aid supplies in the daily yard duty bags.

The school nurse (or designated person) 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 office staff and monitored in the first aid room by staff as needed. Depending on the nature of their symptoms, staff may contact parents/caregivers or an emergency

contact person to ask them to collect the student. The school houses a First Aid room, where students can attend under the direction of staff. During lunch and recess time, the first aid room is monitored by trained first aid staff.

All injuries or illnesses that occur during class time that require First Aid attention, will occur via contacting the office staff who will in turn contact the nearest first aider to provide care as needed. No student will be left unattended in the first aid room.

**First Aid Room:**

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

**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. Staff are notified of students with Anaphylaxis and Complex Health Care Needs at the commencement of the school year and as they arise or are updated. The school nurse ensures these plans are updated by families annually.

In a medical emergency, staff may take emergency action and do not need to obtain parent/caregiver 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.

Injuries and illnesses where possible will be seen to in the First Aid room. If first aid is administered for a minor injury or condition, Findon Primary School will notify parents/carers by completing a compass chronicle sickbay entry which is emailed directly to parents/carers.

If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/caregivers via telephone, 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/caregivers, 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 resulting from a student incident, injury or illness, Findon Primary School will:

- Record the details on COMPASS
- Complete CASES21 record in consultation with Principal, for more serious injuries requiring treatment from a medical practitioner
- provide 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.

If first aid was administered in a medical emergency, the school will report the incident to the Department's Security Services Unit on 03 9859 6266. In situations where there is a statewide, national or global emergency, such as a pandemic or epidemic, or matters relating to infectious diseases, the school will follow DE guidelines.

In accordance with DE policy, analgesics, including paracetamol and aspirin, will not be 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
- Referred to in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request.

The following school policies are also relevant to this First Aid Policy (see references):

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

**EVALUATION:** This policy shall be reviewed as part of the three year policy and process review.

**REFERENCES:**

[Administration of Medication Policy](#)

[Anaphylaxis Policy](#)

[Asthma Policy](#)

[Duty of Care Policy](#)

DE A-Z Policy Guidelines

- [Health Care Needs Policy](#)

DE's policy and guidance on:

- [First Aid kits](#)
- [First Aid Rooms and Sick Bays](#)
- [Reporting and Managing School Incidents \(including emergencies\)](#)
- [Medication](#)