

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. From time to time Findon Primary School staff might need to administer first aid to students at school or during school activities. School staff are however, not health care professionals nor are they expected to take on this professional role. Parents/caregivers should be aware that the goal of first aid is not to diagnose or treat a condition.

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*

IMPLEMENTATION:

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 currently has eight trained first aid officers. 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 Kitchen Garden Building
- 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 which may be used for incursions, excursions, camps, or yard duty and are stored in the First Aid room
- Basic first aid supplies in the daily yard duty bags.

The school nurse 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 first aid and monitored by staff. 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 recess and lunch time, supervision of the first aid room will form part of the school nurse duties or trained staff. All injuries or illnesses that occur during class time will be referred to the office staff who will liaise with the Principal and contact the school nurse, if required, who then manages the incident. No student will be left unmonitored in the first aid room.

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/caregivers with a first aid slip
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/caregivers 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, Findon Primary School will:
 - Record the details on COMPASS and provide students with a first aid slip
 - Complete CASES21 record in consultation with Principal, for more serious injuries requiring treatment from a medical practitioner

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 DET guidelines.

In accordance with guidance from the Department of Education and Training (DET), analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatment. This is because they can mask signs of serious illness or injury.

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

REFERENCES:

DET A-Z Policy Guidelines
Administration of Medication Policy
Complex Health Care Needs Policy
Anaphylaxis Policy
Asthma Policy
Medical Condition Form
CASES 21 Student Incident Notification Form