



ARDEER SOUTH PRIMARY SCHOOL

First Aid Policy

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*

POLICY

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

Ardeer South Primary School's trained first aid officers are recorded on the 'First Aid Summary Sheet' and displayed in First Aid Room.

First aid kits

Ardeer South Primary School will maintain:

- A major first aid kit which will be stored in the first aid cupboard in the first aid room.
- Portable first aid kits are available which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - in the first aid cupboard in the first aid room
 - the staff room available for yard duty

Sandy Cormack and Lucy Caserta 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 office/sick bay and monitored by staff. 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

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, Ardeer South Primary School will notify parents/carers by sending an injury/illness slip home to parents or contacting by phone if required.
- 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 has been administered to a student Ardeer South Primary School will:
 - Complete an injury/illness ‘sick bay’ chronicle in to Compass and send SMS notification to parents generated through Compass.
 - Complete an incident notification form and enter onto CASES21 where medical/dental treatment was sought
 - if first aid was administered in a medical emergency, report 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 treatment. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

Other policies linked to this policy:

Administration of Medication

Anaphylaxis policy

Asthma policy

Health Care Needs

REVIEW CYCLE

First Aid Policy					
Version	Date Created	Date Noted at School Council (if required)	Revisions Made	Leader of Policy	Next Policy Review
1	June 2020	Not Required	Creation of policy	Stuart Telford	As part of the school review process (every 3-4 years)

*This policy is written in consultation with DET Guidelines.