



## 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 Foster 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 Foster Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Foster Primary School's Level 2 trained first aid officers are:

- Lorraine Gurnett            24th June 2016
- Kylie Mitchell            24<sup>th</sup> June 2016
- Sue Duggan                24<sup>th</sup> June 2016
- Jenny Voros                24<sup>th</sup> June 2016
- Jane Power                18<sup>th</sup> September 2017
- Jenny Young                18<sup>th</sup> September 2017
- Kristie Moore             16<sup>th</sup> May 2017
- Marion Paulet             18<sup>th</sup> September 2017
- Laara Eames               28<sup>th</sup> April 2018
- Carolyn Tonkin            18<sup>th</sup> August 2018

### **First aid kits**

Foster Primary School will maintain:

- A major first aid kit which includes all equipment in the sick bay
- 2 large portable first aid kits which may be used for excursions and camps and stored in the sick bay

- 6 small portable first aid kit/s stored outside the staffroom and also in the sick bay  
Kylie Mitchell 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 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 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, Foster Primary School will notify parents/carers by sending home a note with all details on and/ or telephoning the parents if the injury involves a knock to the head/ neck/ back
- 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 Foster 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**

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