



# FIRST AID



## **Help for non-English speakers**

If you need help to understand the information in this policy please contact the office on 5821 4953.

## **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 at Wilmot Rd Primary School:

- Anaphylaxis Policy
- Asthma Policy

## **POLICY**

From time to time Wilmot Rd 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 to diagnose or treat a condition.

### **Staffing:**

The Principal will ensure that Wilmot Rd Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our School's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. This list is reviewed and updated at the beginning of the school year.

### **First Aid Bags:**

- Wilmot Rd Primary School will maintain-
  - A major first aid kit, which will be stored in the Sick Bay
  - 4 portable first aid kits, which will be used for excursions and camps
  - 6 smaller first aid bags for yard duty
- School Nurse 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, 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, Wilmot Rd Primary School will notify parents/carers by sending a note home or phone call.
- If first aid is administered for a serious injury or condition, or in an emergency, 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, first aiders will:
  - record the incident on Compass

- report the incident to the Department's Security Services Unit on 03 9859 6266, if first aid was administered in a medical emergency.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided for students as a standard first aid treatments. This is because they can mask signs of serious illness or injury. We keep Panadol and aspirin for staff members in case of an emergency.

## **FURTHER INFORMATION AND RESOURCES**

### Related Policies

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

### Related Legislation

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Made available on our school's website
- Made available in hard copy from the school administration upon request
- Included in induction processes

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	August 2022
Approved by	School Council
Next scheduled review date	August 2026