

First Aid Policy

PURPOSE

To ensure the school community understands our school and associated Out of School Hours Care (OSHC) program'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 Concongella 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 Concongella Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Concongella Primary School's trained first aid officers are:

- All Staff

Register of Trained Staff

A register of staff trained in first aid is located in the school's Emergency Management Plan and is reviewed annually as part of the Emergency Management Plan update.

First aid kits

Concongella Primary School will maintain:

- A major first aid kit which will be stored in the office first aid cabinet.
- 1 portable first aid kit which may be used for excursions, camps, or yard duty.
The portable first aid kit will be stored:
 - First Aid cabinet in office

The principal and business manager 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 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, Concongella Primary School will notify parents/carers by a text message and/ or first aid note.
- 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 Concongella 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.

COMMUNICATION

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

- Available on the school's website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

Health Care Needs

Administration of Medication

Anaphylaxis

Asthma

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2021
Approved by	Principal
Next scheduled review date	May 2025