

# FIRST AID

School Policy and Advisory Guide Reference: <a href="http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx">http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx</a>	Last updated 1/4/2023
Endorsed by Springhurst Primary School Council	28/2/2023
Origin	DET
Line Manager	J.Schonafinger
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Review Date	28/02/2026

## Introduction

Springhurst Primary School is committed to the health and wellbeing of our staff and students.

## 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 the Springhurst Primary Schools':

- *Anaphylaxis Policy*
- *Asthma Policy*

## Policy

From time to time staff might need to administer first aid to students at school or at 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 the school has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Names and details of trained first aid officer/s will be displayed as per the Department's guidelines.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP); which includes the expiry dates of the training and is updated annually.

## First Aid Kits

Springhurst Primary School will maintain:

- A major first aid kit which will be stored in the school's main office.
- Multiple portable first aid kits which may be used for excursions, camps, or yard duty.
- The portable first aid kits will be stored:
  - In the main office

The designated First Aid officer will be responsible for maintaining all first aid kits.

## Care for Unwell Students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the front 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, the relevant Member School will notify parents/carers via a phone call, SMS or email.
- 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, the first aid officer will:
  - record the incident on CASES21 or localised student management system
  - 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 treatment. 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:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Made available in hard copy from school administration upon request.

## Further information and resources

- Springhurst Primary School's *Administration of Medication Policy*
- Springhurst Primary School's *Anaphylaxis Policy*
- Springhurst Primary School's *Asthma Policy*

## Review Cycle

This policy will reviewed every 3 years.