

# First Aid Policy

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

Woodville Primary School's trained first aid officers are:

Name	Date Trained	Name	Date Trained
Linda Novinec	2/11/2017	Susan Hartmann	13/3/2018
Lisa Nolan	13/3/2018	Kelly Beech	13/3/2018
Donna Gibbens	13/3/2018	Raelene Danaher	13/3/2018
Nicole Gibbens	13/3/2018	Deanne Hewat	13/3/2018
Sandra Bednar	13/3/2018	Yemen Haddara	13/3/2018
Colleen Edwards	13/3/2018	Lisa Wood	13/3/2018
Wendy Boland	1/3/2016	Jesse Wallace	22/8/2017

### First aid kits

Woodville Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room
- 2 large, fully equipped portable first aid kits which may be used for camps and excursions are kept in the First Aid room in addition to 6 smaller kits.
- Linda Novinec will be responsible for maintaining all first aid kits. 2 large, fully equipped

## 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 First Aid room, or the administration 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, Woodville Primary School will notify parents/carers by sending a note home
- 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 Woodville 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

Refer to the School’s website for related policies and procedures:

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

## REVIEW CYCLE

This policy was last updated in May 2018 and is scheduled for review in May 2020.

*This policy was last presented to School Council in **May 2018**.*