

## **First Aid Policy**

<b>Written by</b>	<i>Principal and School First Aid Officer</i>
<b>Date approved by School Council</b>	<i>June 2021</i>
<b>Date of Review</b>	<i>June 2024</i>

### **Purpose**

To ensure the school community understands our school’s approach to first aid for students.

### **Scope**

First aid for anaphylaxis/allergies and asthma is provided for in our school’s:

- Anaphylaxis/Allergies Policy
- Asthma Policy

When required, Mount Eliza North Primary School staff may need to administer first aid to students at school or school events. 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 Mount Eliza North Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Mount Eliza North Primary School’s trained first aid officers are:

Kate Lyell (2021), Russell Gilchrist (2019), Renee Derriman (2021), Jo Dow (2021), Rachel Kirby (2020), Amanda Wardley (2021), Leanne Pomponio (2020), Joshua Hunt (2021), Michelle Owen (2021), Rachel Meyer (2019), Mel Barrett (2020), Jo Jobling (2019), Melissa Plant (2021) and Neda Creed (2019)

### **First Aid Kits**

Mount Eliza North Primary School will maintain:

- Four major first aid kits which will be stored in the first aid room.
- Four portable first aid kits which may be used for excursions, camps or yard duty.
- The portable first aid kits will be stored in the first aid room and staff room.

Kate Lyell, First Aid Officer, 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 first aid room 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 on 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, Mount Eliza North Primary School will notify parents/carers by note sent home.
- If first aid is administered for a serious injury or condition, or in an emergency, Mount Eliza North Primary School 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, Mount Eliza North Primary School will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, report the incident to the DET Incident Support and Operations Centre 1800 126 126

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 may mask signs of serious illness or injury.

**Evaluation:** This policy will be reviewed as part of the school's three year review cycle.