



# Heidelberg Primary School

## FIRST AID POLICY

### 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 Heidelberg 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 Heidelberg Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Heidelberg Primary School trained first aid officers, and the date of their training, are:

Ana Sheldrick November 2016

Sue Zerna January 2017

Sharon Taylor July 2017

Leigh Barry May 2018

Ethan Griffiths December 2018

Sam Thornton January 2019

Graham Jackson February 2019

Fiona Mclean May 2019

Katharine Thomas May 2019

Carol Dawson June 2019

## First aid kits

Heidelberg Primary School will maintain:

- A major first aid kit, which will be stored in the first aid room
- Heidelberg Primary School will need at least 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. Sue Zerna, the 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 will be 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, Heidelberg Primary School will notify parents/carers by completing a First Aid Chronicle on Compass and/or calling parents/carer.
- 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, Heidelberg 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**

For further information please see other Heidelberg Primary School Policies:

- *Health Care Needs,*
- *Administration of Medication*
- *Anaphylaxis*
- *Asthma*

## **REVIEW CYCLE**

This policy was last updated in June 2019 and is scheduled for review in June 2022.