



# 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:

- Asthma Policy
- Anaphylaxis Policy

## POLICY

From time to time Yaapeet 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 Yaapeet Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Yaapeet Primary School's trained first aid officers are:

#### First Aid

Zeke Pottage

MaryAnne Allan expiry Nov 2022

Yolande Hutson expiry Nov 2020

#### CPR

Yolande Hutson expiry Nov 2020

MaryAnne Allan expiry Nov 2020

#### Anaphylaxis

Yolande Hutson expire March 2021

Zeke Pottage

#### First aid kits

Yaapeet Primary School will maintain:

1 portable first aid kit which may be used for excursions, camps, or yard duty.

Yolande Hutson will be responsible for maintaining all first aid kits.

Compulsory – no school council approval required

## 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 a quiet area 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, Yaapeet Primary School will notify parents/carers by phone call or in person.
- 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 Yaapeet 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

<https://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx>

## REVIEW CYCLE 3-4 YEARS

This policy was last created on 20<sup>th</sup> March 2019, revised Oct 2020 and is scheduled for major review in March 2022 or as needed.

## REQUIRED COMMUNICATION METHODS

School website, Induction process

## RECOMMENDED ADDITIONAL COMMUNICATION METHODS

Staff handbook/manual, staff briefing/meeting as required

Compulsory – no school council approval required