



## **FIRST AID POLICY**

### **PURPOSE**

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

### **SCOPE**

- To administer First Aid to those in need within the limits of the skill, expertise and training of the responder.
- To communicate students' health problems to parents when considered necessary via a First Aid Notification form, or by telephone if a head injury occurs.
- To make available facilities and supplies required to provide attendant care for First Aid that is compliant with OH & S requirements.
- To maintain a sufficient number of staff members trained to a Level 2 First Aid accreditation.
- First Aid for anaphylaxis and asthma is provided for in our school's Anaphylaxis Policy and Asthma Policy.
- To provide for students with special needs whose care due to a medical condition may extend beyond usual operating procedures. (Addendum: First Aid for Children with Special Needs).

### **POLICY**

From time to time Kingsbury Primary School staff might need to administer first aid to students on site and off site when attending excursions or other school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

### **Staff**

The Principal will ensure that Kingsbury Primary School has staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

- A sufficient number of staff is trained to a Level 2 First Aid accreditation
- All staff maintains a current First Aid for Cardio Pulmonary Resuscitation (CPR) and Anaphylaxis qualification.
- A staff briefing on First Aid is presented at the commencement of each new school year.

*Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.*

#### Personal Protective Equipment

Protective medical grade disposable gloves are available to all staff.

Kingsbury Primary School trained First Aid Officers are:

- Anne Atkinson
- Silvia Murray, and
- Mikayla Porteous

#### First Aid Kits

- A major first aid kit will be stored in the First Aid Room.
- Three portable first aid kits may be used for excursions and camps.
- The portable first aid kits will be stored in the First Aid Room.
- 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 sick bay in the school administration 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 members who are 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.
- Staff supervision for the first aid room is available during school hours through:
  - Administration staff
  - Staff rostered as supervising first aid duty
  - Staff rostered as supervising yard duty – Referral of student accompanied with first aid assessment note to attend first aid room.

- All injuries or illnesses that occur during class time - Referral of student accompanied with first aid assessment note to administration staff for assessment and management.
- A confidential register located in the first aid room will be kept of all injuries or illnesses for students that require first aid.
- 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.
  - All the Kingsbury Primary School staff has the authority to call an ambulance immediately in an emergency. Staff will then enact the protocol for attendance of emergency services.
  - A staff member will travel in an ambulance with a student if a parent/guardian is not available.
  - Transportation by ambulance: Any costs incurred and associated with ambulance transportation is the sole responsibility of the parents/carers.
- 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, Kingsbury Primary School will notify parents/carers via a First Aid Notification form and, if assessed as necessary, by telephone. In the instance of a blow, knock or injury to the head, parents will be notified by telephone as soon as reasonably practicable.
- 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 practicable.
- 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.
- All school camps will have at least one Level 2 First Aid responder in attendance.
- Portable first aid kit(s) and mobile phone will be taken on all school camps and excursions.
- Staff will access and administer medication to students with documented Health Management Plans when on camps and excursions.

- Whenever first aid treatment which has been administered to a student requires contact with parents/carers and medical assessment Kingsbury Primary School will:
  - Record the incident on edusafe, and
  - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.
  
- At the commencement of enrolment and for each new school year, parents/carers will be notified with a request to supply Medical Plans completed by a Medical Practitioner plus supply student medication kits; if required. These include Anaphylaxis, Asthma, Allergy, and other Medical Conditions deemed as requiring monitoring and/or management.

**In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school to be provided as a standard first aid treatment. This is because they can mask signs of serious illness or injury.**

- In the instance of a student being identified as having an ongoing condition that requires treatment with paracetamol parents/carers will be required to have to supply a completed Medication Administration Advice.
- In the instance of a student being assessed for first aid, and it is believed that they may require paracetamol the parents/carers will be contacted.

## RELATED POLICIES AND RESOURCES

- Anaphylaxis Management Policy
- Asthma Policy
- Medication Distribution Policy
- Student Health Support Plan
- Addendum – First Aid for Children with Special Needs

## REVIEW CYCLE

Policy last reviewed	August 2023
Approved by	Principal
Next scheduled review date	August 2025