
FIRST AID POLICY

PURPOSE

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

SCOPE

First aid for anaphylaxis, asthma and students with health care needs are provided for in our school.

POLICY

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

First aid kits

Eltham East Primary School will nominate a staff member to maintain:

- An equipped first aid room
- Generic Epi Pens (generic pens held in first aid room, and 1 located on both levels 2 and 3)
- 1 major first aid kit which will be for use at camps or major events, held in first aid room
- 6 portable first aid kits which may be used for excursions and camps etc, held in first aid room
- 4 portable first aid kits for yard duty, held in first aid room
- 1 Defibrillator located in office foyer

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 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, Eltham East Primary School will notify parents/carers by email generated from Chronicle/Compass.
- 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 at Eltham East Primary School will:
 - record the incident on Chronicle/Compass or on an Injury/Illness Report Form
 - 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/Pages/azindex.aspx>

- Guidelines for the Control of Infectious Disease – Department of Health
- Administration of Medication Policy
- Healthcare Needs Policy
- Anaphylaxis Policy
- Asthma Policy
- Epilepsy Policy
- Diabetes Policy
- Managing open wounds
- Duty of Care Policy
- First Aid Needs
- Medical Emergencies
- First Aid rooms

- Major First Aid Kits
- Portable First Aid Kits
- School Nurses and First Aid Coordinators
- Syringe Disposals/Injuries

REVIEW CYCLE

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

Revision dates	Version number	Summary of changes
Sept 2018	1.0	Made the Department template relevant to our school