



PARK ORCHARDS PRIMARY SCHOOL

First Aid Policy (including arrangements for ill students)

This template was updated in June 2020 to change all hyperlinks to Department policy to reflect the new Policy and Advisory Library (PAL) hyperlink. No other changes were made from the previous version dated February 2018.

PURPOSE

To ensure the school community understands Park Orchards Primary School's (P.O.P.S) approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Management Policy*
- *Asthma Policy*

POLICY

From time to time P.O.P.S 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 P.O.P.S has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

P.O.P.S trained first aid officer is Elissa Daniel (First Aid Coordinator). All staff undertake level 2 First Aid/ Anaphylaxis update training annually (February).

First aid kits

P.O.P.S will maintain:

- Two major portable first aid kits (clear plastic tubs) which are used for camps are stored in the First Aid room
- 2 portable first aid kits (backpacks) which are used for excursions are stored in the First Aid room
- 5-yard duty basic first aid bags for staff members to carry during supervision times are stored in the staff room

Elissa Daniel/ Michelle Muirhead 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 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, P.O.P.S will notify parents/carers by sending a First Aid note home to parents/carers, and/ or phone call.
- 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 P.O.P.S will:
 - record the incident on CASES21 and in the Medical Incident Register
 - 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

- Administration of Medication
- Anaphylaxis Management
- Asthma

REVIEW CYCLE

- This policy was last reviewed **March 2018** and is scheduled for review **March 2021**.

This policy was reviewed **March 2018** and is scheduled for review **March 2021**