



## 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:

- Anaphylaxis Policy
- Asthma Policy

### Policy

From time to time Werribee 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 or nominee will ensure that Werribee Primary School has sufficient staff with Level 2 First Aid Training (HLTAID003) valid for three years and also update their CPR (HLTAID001) annually to meet the first aid needs of the school community.

Werribee Primary School's trained first aid officers are:

- Adrian Bate July 2017
- Brent Reichenbach June 2016
- Diana Bartlett February 2019
- Dianne Smith February 2017
- Emma Casboul February 2019
- Janeane Davidson February 2019
- Karen Trofin November 2018
- Kelsey Whyte June 2018
- Kylie McKiernan November 2017
- Leanne Crameri February 2018
- Pam Brown February 2018
- Sylvia Syme August 2017
- Tanya Staehr February 2019
- Terri Walker February 2019
- Sam Carlton February 2019
- Kylie Clark March 2019

### First aid kits

Werribee Primary School will maintain:

- A major first aid kit which will be stored in Sickbay.
- 12 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in Sickbay
- basic first aid kits in each classroom
- a full first aid kit in the Gym Office

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 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, Werribee Primary School will notify parents/carers using a Sick Bay Record Sheet form.
- 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.
- All serious head injuries parents/guardians will be notified and asked to collect their child from school. Minor head injuries parents/guardians will be notified by SMS or a phone call.
- 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.
- Where a serious injury has occurred parents are asked to contact the school on 9742 6659 with the results after seeking medical attention.
- Whenever first aid treatment has been administered to a student Werribee Primary School will:
  - record the incident on a Sick Bay Record Sheet Form.
  - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9589 6266, enter on CASES 21. If needed contact Worksafe on 13 23 60 and fill out Online Incident Notification Report.

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**

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 2023.