

OCCUPATIONAL HEALTH AND SAFETY

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 Springvale Rise 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 Springvale Rise Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Springvale Rise Primary School trained first aid officers are:

Heights Campus: Rickey Bryant, Kim Winters, Wendy Griffiths and Carly Jamar.

Springvale Campus: Bianca Johnson, Jodie Pyman, Mary Sampieri, Angela Malan and Vincent Coad.

First aid kits

Springvale Rise Primary School will maintain:

- First aid supplies. All supplies will be stored in First Aid room adjoining the main office (both campuses)
- First aid kits. Each campus requires 6 portable first aid kits which may be used for excursions, camps, etc. The portable first aid kits will be stored in the First Aid rooms adjoining main office (both campuses). Trained first aid admin staff 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, adjoining main office, and be 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, including whilst in the sick bay, during class time or out in the yard at play time, as well as when on a camp or excursion.
- 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, Springvale Rise Primary School will notify parents/carers by either phone call or sending a note home to parents/carers.
- 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, Springvale Rise Primary School will:
 - record details of the case/treatment in the ‘Illness/Injury Parent Notification’ log book, send a copy home with the student and retain a copy for school records.
 - in the event of a head injury, 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.

FURHTER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: First Aid Policy information
<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy>
- Springvale Rise Primary School [website](#): Anaphylaxis Policy, Asthma Policy, Medication Policy and Health Care Needs Policy.

REVIEW CYCLE

This policy was last updated in May 2021 and is scheduled for review during the next triennial school review in 2024, or if guidelines change.