

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's:

- Anaphylaxis Policy
- Asthma Policy

POLICY

From time to time Billanook 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 Billanook Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.
- Billanook Primary School has a number of trained first aid officers in the basic principles of "First Aid in the Workplace". A minimum of two staff must hold a current Level 2 First Aid qualification.
- All staff will be trained in CPR and Anaphylaxis
- Billanook Primary School conducts Level 2 First Aid training annually for staff.
- A First aid register is kept detailing staff First Aid qualifications.
- Only designated, appropriately trained staff will administer supplied medication to students on a **written** request from the parent / guardian.

Parents

Parents / guardians are expected to maintain adequate supplies of their child's medication where a chronic / on-going condition exists. Administration

- staff will inform parents when their child's medication supplies need replenishing.
- Parents have an obligation to update their child's medical information should changes occur.
- Parents will be contacted if a student is unwell. **Information about Exclusion periods for Communicable Diseases can be obtained from the school office.**

First aid kits

Billanook Primary School will maintain:

- A major first aid kit which will be stored in the first aid room.
- First aid kit which may be used for excursions, camps, or yard duty.
- The portable first aid kit will be stored:
 - First Aid Room and Multi-Purpose Centre.
 - Administration staff and first aid officers 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 first aid room and will 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.

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- 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.
- Details of injuries and treatment / action taken will be recorded in the Billanook Primary School Injury Records Book located in the First Aid room and on Compass.
- Details of students with life threatening and / or severe illnesses, allergic reactions and / or conditions will be displayed, accompanied by their photo, in the classroom and First Aid room. This will be up-dated annually. Class teachers are given a summary of the student’s condition and management.
- If first aid is administered for a minor injury or condition, Billanook Primary School will lodge this on Compass and notify parents/carers by sending a note home.
- Billanook Primary School will inform parents immediately when the following occurs:
 - Student with a personal management plan is ill / injured
 - Deep or severe cut or splinter
 - Injury to anywhere on the head
 - Injury that results in deformity or swelling, or in pain that persists or that has resulted from a severe blow or fall
 - Asthma attack where the child does not respond to treatment
- 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 Billanook Primary School will:
 - record the incident on Compass.
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

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In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be provided as a standard first aid treatments, as they can mask signs of serious illness or injury.

Medication eg: antibiotics, paracetamol for allergies **MUST** have written notice from parents.

REVIEW CYCLE AND EVALUATION

This policy was last updated on:

Date:

Feb 2019

Evaluation and Review:

Feb 2021