

# FIRST AID Policy

All employees, students and visitors have the right to feel safe and well, and know that they will be attended with due care when in need of first aid while in the school environment or part of a school activity. It is the school's responsibility to care for the welfare of all staff, students and visitors to ensure basic first aid is administered as required.

## PURPOSE

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

## SCOPE

First aid for anaphylaxis and asthma is provided for in our schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

From time to time Echuca 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 Echuca Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. At present, all staff are trained in first aid. Training is provided as part of professional development.

## FIRST AID KITS

Echuca Primary school will maintain:

- All first aid requirements will be stored in the first aid room
- 4 portable first aid back-packs for camps, excursions & sporting activities etc are stored in the First Aid Room
- Every classroom has a Yard Duty First aid kit and every Level has an asthma bags – teachers are responsible to keep supplies updated and to check expiry dates.
- Asthma Bags are also kept at the office, Gymnasium, outside the staffroom and at the Canteen.
- Mrs Meryl Connors will be responsible for maintaining all first aid supplies, portable back-packs and checking yard duty bags at the end of each term.

## 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 office 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 Policy

## 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, Echuca Primary School will notify parents/carers by sending a note home to parents. For all head injuries, regardless of severity, will be followed up with a phone call to parents.
- 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 Echuca Primary School will:
  - 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.

## FURTHER INFORMATION AND RESOURCES

Echuca Primary school’s Anaphylaxis Policy, Medication Policy, Asthma Policy and Health Care needs policy is located on our school website at [echucaps.vic.edu.au](http://echucaps.vic.edu.au)

## REVIEW CYCLE

This policy was last updated on 18/02/2019 and is scheduled for review in February 2022.