

First Aid Policy

Ratified by School Council: May 2021

Review Date: May 2022

Rationale

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*

Implementation

From time to time Wedge Park 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 Wedge Park Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Wedge Park Primary School trained first aid officers are:

Paul Schwartz	Jennifer Stevenson	Lyndal Lewis	Kay Looby	Melissa Lake
Rebecca Macmillan	Amber Kirk-Jambor	Briegh Willcox	Cassie Mason	Erin Thomas
Jamayka Webster		Kathy Jungfer	Kirralee Carter	Tim Hughes
Toan Phan	Rickie Chase	Jordan Kirk	Tarhnie Brown	James Payne
Jenny Velja	Lorraine Sternberg	Sarah Vaughan	Casey Glen	Jade Petri
Lauren Waldie	Lucia Storrar	Nicolle Walker		Brinley Keep

First Aid Kits

Wedge Park Primary School will maintain:

- Major first aid kits are stored in the Sick Bay
- Additional first aid kits are stored in Fire Wardens classrooms around the school
- 7 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the office area

Our School Nurse is 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, Wedge Park Primary School will notify parents/carers by sending a COMPASS message to parents/carers 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 Wedge Park 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 1800 126 126

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

The following related policies are available on our website,

- *Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*