

Policy Number	Ratification Date	Reviewed	Review Date
31	2017	June 2020	June 2023



FIRST AID

Purpose

To ensure the school community understands our school's approach to the administration of first aid, emergency and life support for students, staff and visitors.

Scope

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

- *Anaphylaxis Policy*
- *Asthma Policy*

Policy

From time to time Elsternwick 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. Parents/carers should have primary responsibility for the welfare of their children. When a child is unwell, parents/carers ensure the child is absented from school until recovered. Parents/carers should communicate with the school regarding their child's health concerns, including absences.

Staffing

The principal will ensure that Elsternwick Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

First aid kits

Elsternwick Primary School will maintain:

- A major first aid kit which will be stored in the Sick Bay.
- 5 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in the Sick Bay

The 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.
- Children are supervised in the first aid room by the First Aid Officer or a designated member of staff.
- 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.
- All accidents, injuries or illnesses that occur during class time are referred to the Nurse if on duty, otherwise, trained administration staff who will manage the incident. All injuries that occur during recess and lunchtime are referred to the teacher on yard duty and a Nurse pass to attend the first aid room is issued. Emergency Management is implemented in event of needing to call an ambulance.
- Vomit kits containing vomit clean up, gloves, paper towel and band aids are available in every classroom
- A comprehensive first aid kit will accompany all camps and excursions. All school camps will have at least one Level 2 First aid trained staff member.
- A designated First Aid volunteer, when out of school hours, will be present at all community and fundraising events where children are present. A PA designated First Aid bag is available for PA events. This has basic first aid items. It does not contain an Adrenaline autoinjector (EpiPen).

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.

Reporting and communication of first aid

- If first aid is administered for a minor injury or condition, Elsternwick Primary School may notify parents/carers by sending a note home, email, compass or a 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 Elsternwick Primary School will:
 - record the incident on CASES21/Compass
 - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 1800 126 126.

Ambulance Attendance

At times of accidents or illness, the school may be required to call an ambulance to transport a staff member, student or community member to hospital. As the ambulance service is a potentially expensive option for families, and as the ambulance service is a vital community resource which should not be used in a frivolous manner, appropriate processes for requesting the attendance of the ambulance service must be followed. The First Aid Officer and /or first aid trained staff member/s in attendance confer and make a decision as to whether or not they should request the attendance of the ambulance service. In doing so, the health and safety of the patient will be the only determining factor. Parents/ guardians (or next of kin for an adult) are always contacted as soon as possible so that they may be in attendance when the ambulance arrives. If the child's parents/ guardians have not arrived at the school in time to accompany their child a staff member who is known to the child will accompany the child to the hospital provided the attending ambulance officers approve.

Sharps Disposal

Sharps such as used or discarded hypodermic needles present a potential health and safety risk to everybody, particularly students. The school will make every attempt to ensure sharps are safely managed but needle stick injuries remain possible. Students or staff members who use sharps for proper purposes, (such as diabetics) must have an individual sharps management plan, approved by the School Nurse. First Aid Officer may contact Syringe Disposal Help Line 1800 552 355 for sharps disposal.

Further information and resources

The following local policies should be read in conjunction with this [First Aide policy; Health Care Needs, Administration of Medication, Anaphylaxis, Asthma, Diabetes and Head Lice](#).

Review cycle

This policy was last updated on June 2020 and is scheduled for review in June 2023.