

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 is provided for in our school's :

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Hallam Primary School's CURRENT trained first aid officers are: LOUISA CAREY, DIANNE BURNS, JACKIE LEE, SHIRLEY FLETCHER, ANNIE CHHEN, AMY KONG, PAIGE DANG, JENNY KARWATH, ROB COXON, KING TANGSO, LINDA MORGAN, MEG KINGWELL, DEB NIELD, ROBYN UNTHANK, ROBIN LENNON.

First aid kits

Hallam Primary School will maintain:

- One major first aid CUPBOARD located in the First Aid room.
- Ten portable first aid kits in fluoro back packs which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the Wardens' rooms spaced around the school :

Locations of Wardens:

ROOM 3

ROOM 5

ROOM 8

ROOM 11

ADMIN OFFICE

ROOM 14

ROOM 18

SCIENCE ROOM

DESIGN SPACE

First Aid coordinator/Assistant Principal/Wellbeing Team 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, 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, Hallam Primary School will notify parents/carers by i.e. sending a note from the First Aid register, home to parents/carers, and may also contact by phone.
- 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 at Hallam Primary School due to a serious incident/accident, staff will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, report the incident to the Department’s Incident Management and Support 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

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

Student Health Support Plan

Administration of Medication Policy

Medication administration log

Anaphylaxis Policy

Asthma Policy

REVIEW CYCLE This policy was last updated in June 2019 and is scheduled for review in June 2023.