

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 River Gum 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 River Gum Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

River Gum Primary School's qualified first aid officers are listed on the First Aid Summary Sheet, which is located in the First Aid Room. This list is maintained River Gum Primary School's First Aid Manager.

These nominated first aid trained staff will also have the CPR component of the first aid certificate updated on an annual basis to maintain currency.

First Aid Kits

River Gum Primary School will maintain:

- A major first aid kit which will be stored in the sickbay.
- A physical education first aid kit which will be transported to all sporting events.
- Seven portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the sickbay

The First Aid Manager 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.
- 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.
- If first aid is administered for a minor injury or condition, River Gum Primary School will notify parents/carers by sending a note home to parents/carers.
- 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 River Gum PS School will:
 - record the incident on Sentral. This will be electronically downloaded to CASES21 on a monthly basis.
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9603 7999.

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, unless specified in a student’s health support plan. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

- <http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx>
- <https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/Pages/home.aspx>
- <https://www.rivergumps.vic.edu.au/school-documents/>



EVALUATION

This policy will be reviewed every 3 years. Proposed amendments to this policy will be discussed in consultation with the Consultative Committee, staff and School Council.

REVIEW CYCLE

PREPARED BY	KERRIE FORD
REVIEWED IN	JUNE 2019
REVIEWED BY STAFF	JUNE 2019
REVIEWED BY C.C	JUNE 2019
REVIEWED & RATIFIED BY SCHOOL COUNCIL	JUNE 2019
NEXT REVIEW DATE	JUNE 2022

