



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 trained first aid officers are:

Staff	Expiry Date	Staff	Expiry Date
Amy Parsons	26/07/2020	Robert Sharp	19/05/2019
Beth Wilkinson	26/07/2020	Wayne Spence	6/08/2021
Mark Alenson	26/07/2020	Amy Ma	6/08/2021
Philip O'Reilly	26/07/2020	Robyn Trzeciak	6/08/2021
Alanah Bresnehan	6/08/2021	Jessica McKnight	6/08/2021
Carol Qumivutia	7/04/2019	Nicolle Handley	6/08/2021
Daniela Heppner	19/05/2019	Stephanie Dumble	6/08/2021
Fiona Brown	19/05/2019	Jude Baguley	6/08/2021
Khalia Barker	13/05/2019	Pamela Ross	6/08/2021
Lyndall Lord	17/05/2019	Kerrie Ford	24/08/2020
Nathan Fenner	19/05/2019	Andrea Stillman	19/05/2019
Jess Danckert	12/04/2021		

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

Lyndall Lord 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.
- 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, 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. 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>

REVIEW CYCLE

PREPARED BY	KERRIE FORD	REVIEWED BY C.C	AUGUST 2018
REVIEWED IN	AUGUST 2018	REVIEWED & RATIFIED BY SCHOOL COUNCIL	AUGUST 2018
REVIEWED BY STAFF	AUGUST 2018	NEXT REVIEW DATE	AUGUST 2021