

First Aid Policy

Purpose

To ensure the school community understands our school's approach to first aid for students.

Scope

This policy relates to general first aid administered at Derrimut Primary. This policy should be read in conjunction with the *Anaphylaxis Policy*, *Asthma Policy*, *Health Care Needs Policy* and *Medication Policy*.

Policy

From time to time Derrimut Primary School staff might need to administer first aid to students at school or off site during 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 Derrimut Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Derrimut Primary School's first-aid trained staff qualifications are reviewed each year to ensure they are updated when required.

First aid kits

Derrimut Primary School will maintain:

- A major first aid kit which will be stored in the first aid room located behind the main office, gymnasium and design space.
 - A portable first aid kit for each teacher to use in class and during active yard supervision.
 - Portable first aid kits which may be used for excursions or camps. The portable first aid kits will be stored: in the first room, on top of one of the first aid storage cupboards.
- Ling Parente, 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 first aid room. During class times the first aid officer and office staff trained in first aid will provide first aid treatment where necessary. 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. Yard duty/Classroom teachers will be responsible for initial first aid treatment and for treatment of minor cuts and abrasions

- All accidents must be recorded in full on *Compass Chronicle* (or on an *Injury Report form* should the internet be down).
 - As a general rule medication should not be given by staff to students. Students may administer their own medication or be assisted by first aid trained staff where permission and clear instructions are sent by parents to school. Parents should complete the Medication Authority Form. Medicines must be placed in the locked cupboard in the First Aid room. Where staff supervise students to take medication, all details will be recorded on Compass Chronicle.
 - All cases of **head** injuries, regardless of severity, should be referred to the first aid room. ***Compass Chronicle must be entered*** where parents will receive an email/compass notification on their compass portal. **Parents are called when students receive a knock/blow to their head in any manner. Parents are given the option to pick up their child.**
 - In a medical emergency, staff may take emergency action without parent/carer consent to do so. Staff may contact “000” for emergency medical services at any time.
 - Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency to access immediate, expert health advice from a registered nurse.
 - If first aid is administered for a minor injury or condition, Derrimut Primary School will notify parents/carers by an email/compass notification on their compass portal.
 - If first aid is administered for a serious condition, or in an emergency, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical. The incident will be recorded on Compass Chronicle and Cases21, using the CASES21 Incident Notification Form and report the incident to the Department’s Security Services Unit on 03 9859 6266.
 - 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.
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- 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 treatment. This is because they can mask signs of serious illness or injury.

Further Resources and Information

First aid and Infection Control:

<https://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx>

Disease Information and Advice

<https://www2.health.vic.gov.au/public-health/infectious-diseases/disease-information-advice>

Evaluation

This policy was last updated in 2021 and is scheduled for review in March 2025