



# FIRST AID POLICY

## PURPOSE

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

## SCOPE

This policy applies to the provision of first aid to students, staff and visitors to Templestowe Heights Primary School. First aid for anaphylaxis and asthma are provided for in our:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

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

Templestowe Heights Primary School's trained first aid officers are:

- All staff receive first aid training every three years. This training is valid for three years.

### First aid kits

Templestowe Heights Primary School will maintain:

- A major first aid kit which will be stored in the sick bay
- Three portable first aid kits which may be used for excursions or camps or yard duty. The portable first aid kits will be stored in the sick bay
- A mini first aid kit is carried by teachers at all times while on yard duty.

The School Administrative Officer will be responsible for maintaining all first aid kits. An audit of all first aid kits is completed twice a year and prior to school camps and excursions. First aid checklist is kept in the sick bay for referral and restocking of all kits.

## **Defibrillator**

Templestowe Heights Primary School will maintain a defibrillator that is stored in the sick bay. An audit of the defibrillator is completed once a year by an external contractor.

## **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, Templestowe Heights Primary School staff will record relevant information in the sick bay register.
- If first aid is administered for an injury to the head, 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 and record relevant information in the sick bay register.
- 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 major first aid treatment has been administered to a student and is recorded on the sick bay register, Templestowe Heights Primary School will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.
- All injuries are access on a case by case basis.

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**

- Administration of Medication policy
- Anaphylaxis policy
- Asthma policy
- Health Care Needs policy

## **REVIEW CYCLE**

This policy was last updated on 15 August 2018 and is scheduled for review in May 2021.