



# Strathmerton Primary School

## FIRST AID POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Strathmerton Primary School, Principal.

### PURPOSE

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

### SCOPE

First aid for anaphylaxis is provided for in our school's *Anaphylaxis Policy* and asthma in our *Asthma Policy*.

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

### POLICY

From time-to-time Strathmerton Primary 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.

#### 1. Staffing

The principal will ensure that Strathmerton Primary has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

#### 2. First aid kits

Strathmerton Primary will maintain:

- A major first aid kit which will be stored in the Staffroom.
- Strathmerton Primary has two portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:

- In a backpack in the staffroom.

The Business Manager will be responsible for maintaining all first aid kits.

### **3. 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 office area 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.

### **4. 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, Strathmerton Primary will notify parents/carers by sending home a copy of the Parent Incident/Accident Notification form and phoning home.
- 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 Strathmerton Primary will:
  - record the incident on CASES21 and Compass.
  - if care was provided in response to a medical emergency or reportable incident, follow the Department’s [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department’s Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

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**

Strathmerton Primary’s *Anaphylaxis Policy*, *Health Care Needs Policy* and *Medication Policy*.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	31 <sup>st</sup> July 2024
Approved by	Principal: Joanne Paton School Council President: Lisa Bramich
Next scheduled review date	June 2028