



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 schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Our trained first aid officers are:

- Rebecca Leslie - Completion Date 12/07/2018
- Robyn Colbert - Completion date 20/06/2018
- Andrea Kinsey – Completion date 27/06/2018
- Jezzlina Langworthy – Completion date 03/07/2018
- Jennifer Leason – Completion date 13/06/2017
- Vicki John – Completion date 30/11/2018
- Jaimee Rixon – Completion date 03/11/2017
- Wendy Sheppard – Completion date 25/07/2018



First aid kits

Cheltenham Primary will maintain:

- Major first aid supplies to be stored in the first aid room.
- Eight portable first aid kits which may be used for excursions and camps to be stored in the first aid room. These must be signed in / out by teaching staff when required for use.
- Three yard duty first aid bags (one specific for anaphylaxis / asthma) to be stored in first aid room for use before / after school, morning recess and lunchtime duties.

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 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, Cheltenham Primary School will notify parents/carers by sending a note home and or phone call.
- 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 Cheltenham 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.

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

Also refer to the Cheltenham Primary School website for copies of *Health Care Needs, Administration of Medication, Anaphylaxis and Asthma policies*.

REVIEW CYCLE

This policy was last updated on October 2018 and is scheduled for review in October 2020.