



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 Ashley Park 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 Ashley Park Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. (200-399 staff and students requires 4 first aid officers
<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/staff-first-aid-training>)

Ashley Park Primary School's trained first aid officers are:

- Ashlee Blythe - expiry 27/1/24
- Meagan Palise - expiry 24/1/24
- Samantha Stacey - expiry 2/11/21
- Tracey Jones - expiry 10/12/2021

Further staff are first aid trained. Names and details and dates of training/expiry are listed in our Emergency Management Plan system and held on file on the school's U drive.

First aid kits

Ashley Park Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room in the Silver Gum Centre
- Six portable first aid kits which may be used for excursions, camps will be stored:
 - In the First Aid Room in the Silver Gum Centre
- Four portable first aid kits to be used for yard duty will be stored:
 - In the entry to the First Aid Room in the Silver Gum Centre

The first aid trained officers 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 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, Ashley Park Primary School will notify parents/carers by sending a note home with the child on the day or a 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 Ashley Park 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 treatment. This is because they can mask signs of serious illness or injury. Paracetamol will be held in the locked medication cupboard and administered only when stipulated in the child’s health support plan and recommended by a medical practitioner.

FURTHER INFORMATION AND RESOURCES

The following policies should be referred to if further information is required

- *Health Care Needs Policy*
- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*

REVIEW CYCLE

This policy was last updated on October 2020 and is scheduled for review in October 2024