



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 school's:

- Anaphylaxis Policy
- Asthma Policy

POLICY

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

Heatherhill Primary School's trained first aid officers are:

Louise McLelland	Level 2	May 2020
Jan Xydias	Level 2	May 2020
Other staff, refer to EMP	Level 2	January 2020

This list is reviewed annually as part of the annual review of the Emergency Management Plan.

First aid kits

Heatherhill Primary School will maintain:

- A major first aid kit which will be stored in sick bay.
- Six portable first aid kits which may be used for excursions, camps, or yard duty and are stored in sick bay.

Louise McLelland 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, Heatherhill Primary School will notify parents/carers by sending a note home to parents/carers, 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, Heatherhill 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on the school's website: heatherhill.ps@education.vic.gov.au
- Included in staff induction processes
- Included in our staff handbook/manual
- Hard copy available from school administration upon request

Further information and resources

The Department's Policy and Advisory Library (PAL): <https://www2.education.vic.gov.au/pal>

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

POLICY REVIEW AND APPROVAL	
Policy last reviewed	September 2020
Approved by	Principal
Next scheduled review date	November 2024