



FIRST AID POLICY



Help for non-English speakers. If you need help to understand the information in this policy please contact the school office on 9758 4322

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.

POLICY

From time to time Wattleview Primary School staff may need to administer first aid to students at school or on 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 Wattleview Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Wattleview Primary Schools trained first aid officers are:

| | |
|---------------------------------|------------------------------------|
| Joanne Oppler – November 2023 | Lidiya Kerassitis – September 2022 |
| Rhonda Terjesen –October 2022 | Jannine Kinghorn – June 2023 |
| Robyn Hickleton – October 2023 | |
| Debra Martyszus - November 2023 | |
| Debbie Dunn – October 2023 | |

The school's register of staff trained in first aid is also located in the school's Emergency Management Plan (EMP) and will be reviewed annually as part of the EMP update.

FIRST AID KITS

Wattleview Primary School will maintain:

- A major first aid kit will be stored in the First Aid Room.
- Four (4) portable first aid kits for excursions stored in the First Aid Room.
- One portable first aid kit for camp will be stored in the First Aid Room.
- At least 4 portable first aid kit bum bags to be used for yard duty will be stored in each building
- Joanne Oppler and/or nominee will be responsible for maintaining all first aid kits.
- A first aid kit will be stored in each of our 3 buildings and one in the Gymnasium.

CARE OF 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.
- If first aid is administered for a minor injury or condition, Wattleview Primary School will notify parents/carers by sending home an Illness/Injury Parent Notification Form with the student.
- If first aid is administered for a serious injury or condition, or in an emergency, 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 Wattleview Primary School will:
 - complete an Illness/Injury Parent Notification Form
 - 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 9589 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.

FURTHER INFORMATION AND RESOURCES

- *Anaphylaxis Management Policy*
- *Asthma Management Policy*
- *Medication Policy*

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Made available in hard copy from school administration upon request

Policy status and review

First Aid Coordinator and Principal is responsible for reviewing and updating the First Aid Policy every two years.

Approval

| | |
|-------------------------|---------------|
| Created date | November 2021 |
| Consultation | Principal |
| Endorsed by | Principal |
| Endorsed on | November 2021 |
| Next review date | November 2024 |