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## FIRST AID POLICY

### PHILOSOPHICAL BASIS

All staff and students at Essex Heights Primary School have the right to have access to First Aid treatment whenever necessary. Essex Heights Primary School has a duty of care to ensure that First Aid is responsibly administered and organised to ensure the safety and wellbeing of all students, staff and community members.



#### Help for non-English speakers

If you need help to understand the information in this policy please contact the Front Office on 9807 4944.

### 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, Essex Heights 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 Essex Heights Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community and as per the Department of Education and Training *First Aid Risk Assessment* requirements.

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.

## **First aid kits**

Essex Heights Primary School will maintain:

- A major first aid kit which will be stored in the Health Centre.
- At least 2 portable first aid kits which may be used for excursions, camps, or yard duty. One of these First Aid kits will be taken in every instance that a school group leaves the school grounds for camps and excursions for each bus load of students. The portable first aid kits will be stored:
  - in the Health Centre
  - A separate bag with relevant medical/medication needs will accompany applicable students.

All classrooms will be supplied with basic First Aid kits and yellow vests for yard duty and class use.

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 Health Centre in the Administration building 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, Essex Heights Primary School will notify parents/carers by sending a note for minor incidents or phone calls when necessary.
- If first aid is administered for a serious injury or condition, in an emergency situation, or for any injury involving the head, eyes, mouth or genital area, 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 Essex Heights Primary School will:
  - record the incident on Compass
  - record the incident on CASES21 for serious injuries
  - if first aid was administered in a medical emergency, 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 and Work-safe when applicable.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol, will not be provided as a standard first aid treatment. This is because they can mask signs of serious illness or injury. See the Essex Heights Primary School Medications Policy.

## **COMMUNICATION**

At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.

It is recommended that all students have personal accident insurance and ambulance cover.

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 and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## **FURTHER INFORMATION AND RESOURCES**

See the *Essex Heights Primary School*:

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

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	July 2021
Approved by	Principal
Next scheduled review date	July 2024

George Perini

Jennifer Bittner

Principal

School Council President

School Council – July 2021