


<h1>First Aid Policy</h1> <p>Including arrangements for Ill Students</p>		
Date: July 2019	Owner/s: Ling Parente (Writer) Samantha Fleming (Policy Leader)	

Purpose

All children have the right to feel safe and well, and know that they will be attended with due care when in need of first aid.

Scope

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

Implementation

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

Glengala Primary School's trained first aid officers are recorded on the First Aid Qualification register kept on file at the school and on the schools storage drive accessed via https://docs.google.com/spreadsheets/d/1h6pyonv6d_3qRmdF-7MhsGlwrdrsPY0XVkWvZTGx40k/edit?usp=sharing

First aid kits

Glengala Primary School will maintain:

- 2 major first aid kits which will be stored in the First Aid room in the Administration building.
- 3 small portable first aid kit/s which may be used for excursions, camps, or yard duty.

The portable first aid kit/s will also be stored in the first aid room.

The OH & S First Aid Inspector and an identified assistant 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 (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, Glengala Primary School will notify parents/carers by either COMPASS sick bay alert, 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 Glengala 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.

Related Policies and Guidelines

Student Engagement and Wellbeing Policy

Asthma Policy

Asthma Treatment Policy

Health Care Needs Policy

Medication Policy

Anaphylaxis Policy

Child Safe Policy

Review of this First Aid Policy

History of Updates to Policy

Date	Comment (e.g. major review, minor review)
October 2016	First Aid Policy implemented
July 2019	Creation of new policy utilising the DET Policy Portal template.
August 2019	Creation of Policy from the School Policy Portal and template Presented to community for consultation and feedback. (NOT REQUIRED)

Review Date

This policy was implemented in August 2019.
This policy will be due for review in 2023 or earlier.
This policy was designed utilising the DET Policy Portal template