



FIRST AID POLICY



PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

To provide guidance for providing first aid to students, staff and visitors.

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

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Hazelwood North 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 Hazelwood North Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community (staff and students).

Hazelwood North Primary School's trained First Aid Officer (FAO) is:

- Sharon Anderson Training Completed: 12/05/2020
- In addition all staff at Hazelwood North Primary School are trained in first aid EXCEPT for the Business Manager.

First aid kits

Hazelwood North Primary School will maintain:

- A major first aid kit which will be stored the First aid room.
- Portable first aid kit/s which may be used for excursion, camps, or yard duty. The portable first aid kit/s will be stored:
 - in the office

The FAO 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, Hazelwood North Primary School will notify parents/carers by sending a treatment form home to parents/carers,
- 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 Hazelwood North Primary School will:
 - first aid slip is completed – white copy sent home, carbon copy to be collected by office staff to record the incident on CASES21 as soon as practicable.
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 1800 126 126 and Worksafe if required.

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.

Process for parent contact:

Illness or injury	Parent Contact
<ul style="list-style-type: none"> • cuts, scrapes, grazes • fall/impact without obvious injury (except for head and back) 	<ul style="list-style-type: none"> • First aid slip completed, put in envelope with parent’s name, handed to classroom teacher to get child to put in bag
<ul style="list-style-type: none"> • any head or back injury • eye injuries • suspected broken bones • obvious swelling of body parts • burns • allergic reactions / anaphylaxis • foreign objects in body / ingested • treatment for asthma • persistent or worsening headaches • vomiting / diarrhoea 	<ul style="list-style-type: none"> • First aid slip completed, put in envelope with parent’s name, handed to classroom teacher to get child to put in bag • Phone call to parent A then if unable to reach call parent B (mobile/ home and work) <ul style="list-style-type: none"> ○ if unable to speak directly and message left, if parent hasn’t called within 30mins ensure another call is made by the office person / ES staff ○ If still unable to reach parent(s) phone second emergency contact • Discuss with parent if the student needs to be picked up. • If immediate medical treatment is required, call an ambulance.

FURTHER INFORMATION AND RESOURCES

Health Care Needs Policy, Medication Policy, Anaphylaxis Policy, Asthma Policy

REVIEW CYCLE

This policy was last updated on 10/09/2020 and is scheduled for review in March 2024.