

First Aid Policy

Responsibility	All Staff
Endorsed by Council	April 2021
Due for Review	April 2024



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: <ul style="list-style-type: none">• <i>Anaphylaxis Policy</i>• <i>Asthma Policy</i>
Implementation	<p>From time to time Berwick Fields Primary School staff might need to administer first aid to students at school or school activities.</p> <p>Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.</p> <p>Staffing</p> <p>The principal will ensure that Berwick Fields Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. A list of trained staff will be maintained by the First Aid officer.</p> <p>First aid kits</p> <p>Berwick Fields Primary School will maintain:</p> <ul style="list-style-type: none">▪ a major first aid kit which will be stored in the first aid room.▪ portable first aid kits which are taken to excursions, school events and camps. These are stored in the first aid room.▪ yard duty bags with basic first aid supplies, these are stored opposite the teacher's pigeon holes.▪ first aid kits in all classrooms. <p>The school's First Aid officer will be responsible for maintaining all first aid kits.</p> <p>Care for unwell students</p> <p>Students who are unwell should not attend school. Some common symptoms of being unwell include, but are not limited to; temperature, vomiting, diarrhoea, coughing, sore throat, nausea, headache, stomach ache etc.</p> <p>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.</p> <p>First aid management</p>

	<p>If there is a situation or incident which occurs at school or at a school activity which requires first aid to be administered to a student:</p> <ul style="list-style-type: none"> ▪ 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, Berwick Fields Primary School will notify parents/carers by completing a chronicle entry in compass. ▪ 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 Berwick Fields Primary School will: <ul style="list-style-type: none"> ○ record the incident on compass ○ if first aid was administered in a medical emergency a Principal will report the incident to the Department’s Security Services Unit on 03 9859 6266. <p>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. Refer to Administration of Medication Policy.</p>
<p>Related Policies and Processes</p>	<p>Related Policies</p> <ul style="list-style-type: none"> ▪ Anaphylaxis Policy ▪ Asthma Policy ▪ Administration of Medication Policy <p>Resources</p> <p>https://docs.google.com/spreadsheets/d/15TIOAMahg_grWlQRqptGfpRDIOWuGj-SCHidOqCzirU/edit#gid=0</p>