

# FIRST AID POLICY

Wandong Primary School

May 2023 – May 2027

## RATIONALE

- To ensure Wandong Primary School meets the specific first aid needs of the staff and students at school or on approved external school activities.

### Definition:

First aid involves emergency treatment and support to preserve life through:

- clearing and maintaining open airways
- restoring breathing or circulation
- monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
- protecting a person, particularly if they are unconscious
- preventing a condition worsening
- promoting recovery.

**Note:** The goal of first aid is not to diagnose or treat the condition.

## AIMS

- Administer first aid to children when needed in a competent and timely manner.
- Communicate children's health problems to parents when considered necessary.
- Provide supplies and facilities to cater for the administering of first aid.
- Maintain a sufficient number of staff members with appropriate first aid training.

## IMPLEMENTATION

### Staffing

The Principal will ensure that Wandong Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

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

Wandong Primary School will maintain:

A major first aid kit which will be stored in the first aid room adjacent to the administration office.

Wandong Primary School currently requires at least 7 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in the first aid room adjacent to the administration office.

The chief First Aid Officer, overseen by the Assistant Principal, will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to 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 sick bay 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 Room/Sick Bay Area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped.

### 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.



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If first aid is administered for a minor injury or condition, Wandong Primary School will notify parents/carers by Compass alert and/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 is administered to a student resulting from a student incident, injury or illness, Wandong Primary School will record the provision of first aid treatment on Compass.

If care was provided in response to a medical emergency or reportable incident, the school principal will 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 where required to under that policy.

In accordance with Department of Education and Training policy, 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. For further information refer to the Department's Policy and Advisory Library: Medication

## **A generalised overview to the management of first aid is listed below:**

1. Assess the situation – Can I provide a sufficient response in my classroom / yard? Do I need to seek assistance or send student to the office/first aid room?
2. Assess the injury/illness
3. Treat the injury – seek assistance if needing additional support
4. Determine next step – Call ambulance? Call parent/guardian or emergency contact person? Monitor at school?
5. Complete relevant paperwork
6. Log incident on Compass, Cases 21, Edusafe and Emergency Management Services if needed.

## **EVALUATION**

- This Policy will be reviewed every four years as part of the Wandong Primary School cyclic policy review process.

## **CERTIFICATION**

This policy was last review and approved by the school principal on the 10<sup>th</sup> May 2023.

