

Woodend Primary School

(Woodend Campus & Karlsruhe Annex)

First Aid Policy



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 Woodend Primary School's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Woodend Primary School is committed to training all staff however our rostered first aid staff are:

Woodend Primary School trained first aid officers are:

- Fiona White Training Updated 2019
- Catherine Pell Training Updated 2019
- Tamara Oldcastle Training Updated 2019
- Vanessa Kecskes –Judd Training Updated 2019

Our staff have been trained through Stitches First Aid Education and completed the following requirements:

HLTAID001	Provide Cardiopulmonary Resuscitation
HLTAID003	Provide First Aid
22300VIC	Course in First Aid Management of Anaphylaxis
22282VIC	Course in the management of Asthma Risks and Emergencies in the workplace

First aid kits

Woodend Primary School will maintain:

- A major first aid kit which will be stored the First Aid Room.
- 4 Portable first aid kits which will may be used for excursions, camps, or yard duty.
- The portable first aid kits will be stored in the First Aid Room.
- The Trained First Aid Staff 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 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.

If students become ill during class time it is the responsibility of the supervising teacher to notify the office via a phone call.

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, Woodend Primary School will notify parents/carers by COMPASS or a phone call if the injury is a head injury, of a serious nature, or requiring medical treatment.
- 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, Woodend 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.

FURTHER INFORMATION AND RESOURCES

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

REVIEW CYCLE

This policy was reviewed and endorsed in February 2021.

This policy will be reviewed and updated in February 2024

The DET recommended review cycle is 3-4 years.