

First Aid Policy

PURPOSE

To ensure the school community understands our school's approach to first aid for students. South Melbourne Park Primary School is safe, friendly and organised. All students have the right to feel safe and well and know that they will be attended to with due care, when required.

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma*

POLICY

From time to time South Melbourne Park 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

All staff at South Melbourne Park School are trained in Level 1 or 2 First Aid.

First aid kits

South Melbourne Park School will maintain:

- A major first aid kit which will be stored in the sickbay room.
- 2 portable first aid kits which may be used for excursions, camps, or yard duty. Both first aid portable first aid kits are stored in the sickbay room.
- Teachers have mini first aid kits that they take out on yard duty.

First aid officer 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 sickbay 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 Policy

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 trained in first aid will administer first aid in accordance with their training. In an emergency, 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. This may involve the dispatch of an ambulance in which event parents/carers may be responsible for the cost.
- 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, South Melbourne Park School will notify parents/carers by notification on Compass. For any minor hits to the head a phone call will be made to the parents/carers.
- If first aid is administered for a serious injury or condition, or in an emergency, 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 South Melbourne Park 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 treatment. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

Health Needs

Administration of Medication

Anaphylaxis

Asthma

Care Arrangements for Ill Students

First Aid Policy

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

REVIEW CYCLE

Version	Edited By / Comments	Next Review
2019	Environment Sub-Committee	2021