

## FIRST AID POLICY

### Rationale

The rationale for this policy is to inform the school community about Birralee PS's approach to first aid for students.

First aid covers the steps taken to help an injured or sick person within the first minutes of an incident. From time to time, Birralee PS staff may administer first aid to students at school or during school activities, e.g. on excursions and camps.

The goal of first aid is not to diagnose or treat a condition and students who are unwell should not attend school.

First aid actions for anaphylaxis and asthma incidents are described separately, in the school's Anaphylaxis and Asthma Policies.

### Aims

1. To administer first aid to children as needed, in a competent and timely manner.
2. To communicate children's health problems to parents when necessary.
3. To maintain a sufficient number of staff members with the required current level of first aid training and certification.

### Implementation

#### Staffing

The principal will ensure that Birralee PS has sufficient staff with the appropriate levels of first aid training to meet the needs of the school community.

Currently, the training standards for education settings include:

- HLTAID0001: Cardiopulmonary Resuscitation (CPR) - annual training and certification
- HLTAID0003: Provide First Aid – 3 yearly training and certification
- 22282VIC: Management of Asthma – 3 yearly training
- ASCIA Anaphylaxis e-training VIC 6 & practical assessment – 2 yearly training

Although all staff are required to complete and maintain these first aid training modules, Birralee PS's nominated first aid officers are:

- Deb Moore
- Pam Dodson
- Jacqueline Clement
- Tanya Burton
- Ashely Ryan

### **First aid kits**

Birralee PS will maintain:

1. First aid supplies for general use and ready access, stored in Sick Bay.
2. Eight portable first aid kits (ratio of kits stipulated by DET/OH&S in accordance with our enrolment number), which may be used for excursions or camps. These portable first aid kits are stored in Sick Bay.
3. Basic portable first aid (bum-bag) kits used by teachers whilst on yard duty and maintained by teachers.
4. A rostered team of teachers, responsible for maintaining portable first aid kits. The kits will be checked once per term by the team on duty.

Each time a first aid kit is taken from the Sick Bay and used, the designated person responsible for first aid on that occasion will check their first aid kit against a checklist before returning it to Sick Bay.

### **Care for ill students**

If a student becomes unwell during the school day, they may be directed to sick bay and temporarily monitored by staff. Depending on the nature of their symptoms, staff may contact parents and/or carers or a listed emergency contact person, in order to request that the student be collected as soon as possible for either attention or treatment, and to reduce the risk of spread of infection or disease.

Sick Bay is primarily for incidents of first aid rather than ongoing nursing treatment, as students who are unwell should not attend school.

### **First aid management**

If there is a situation or incident which occurs at school or at a school activity which requires first aid to be administered, the following measures will be followed:

1. Staff who have been trained in first aid will administer 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.
2. In a medical emergency, staff may take emergency action and do not need to obtain parent/carers consent to do so.
3. Staff may contact Triple Zero "000" for emergency medical services at any time.
4. 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.
5. If first aid is administered for a minor injury or condition, Birralee PS will notify parents/carers using the school process, i.e. by sending home a copy of the incident notation.
6. If first aid is administered for a serious injury, condition or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practicable (including for knocks to the head).

7. 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.
8. Whenever first aid treatment has been administered to a student in Sick Bay, Birrilee PS will:
  - a. record the incident on CASES21
  - b. 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 standard first aid treatments because they can mask signs of serious illness or injury.

**References:**

Administration of Medication Policy

Anaphylaxis Policy

Asthma Policy

**Evaluation**

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