



FIRST AID AND ILLNESS CARE 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 our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Inverloch and Kongwak Primary School's trained first aid officers are:

- Brett Smith 2018
- Anna Wilson 2018
- Sammy Jacobson 2018
- Rhonda Mackie 2018
- Lewis Rankin 2018
- Kerri Besley 2018
- Barb Miller 2018
- Deanne Bull 2018

First aid kits

Inverloch and Kongwak Primary School will maintain:

- A major first aid kit which will be stored Sick Bay
- 6 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 Sick Bay

Barb Miller 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. Head injuries require a phone call to parents and if not available, emergency contacts.

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, Inverloch and Kongwak Primary School will notify parents/carers by sending a note home or phone call to parents/carers.
- 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 Inverloch and Kongwak Primary School will:
 - Record in the First Aid pad
 - record the incident on CASES21
 - if first aid was administered in a medical emergency or an ambulance called , report the incident to the Department’s Security Services Unit on 1800 126 126.

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*
- *Injury to students*
- *Administration of Medication*
- *Anaphylaxis*
- *Asthma*

REVIEW CYCLE

School Council Approval	<i>Kongwak PS</i>	<i>May 15th 2019</i>
	<i>Inverloch PS</i>	<i>May 16th 2019</i>
Review Cycle:	<i>3</i>	
Next review and approval:	<i>2022</i>	