



FIRST AID



Help for non-English speakers

If you need help to understand this policy, please contact Inverloch Primary School 56 741 253

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.

Our school's trained first aid officers are listed in **our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.**

First Aid trained staff is included and updated on the First Aid Summary Sheet which is displayed in prominent and appropriate areas of the school. We provide training for a staff member at each team level and especially at Kongwak PS

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

Reception staff 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 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 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 rooms and sick bays](#).

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 First Aid Notification 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 Notification pad
 - record the incident on CASES21
 - if first aid was administered in a medical emergency or an ambulance called, report the incident to the Edusafe Plus or Department's Security Services Unit on 1800 126 126 or
 - if care was provided in response to a medical emergency or reportable incident, 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.
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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.

COMMUNICATION

This policy will be communicated to our school community in the following ways: Available publicly on our school's website [or insert other online parent/carer/student communication method]

- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)

[Syringe Disposals and Injuries](#)

- *Health Care Needs*
- *Injury to students*
- *Administration of Medication*
- *Anaphylaxis*
- *Asthma*

REVIEW CYCLE

School Council Approval	<i>Kongwak PS</i>	<i>15th Feb 2023</i>
	<i>Inverloch PS</i>	<i>16th Feb 2023</i>
Review Cycle:	3	
Next review and approval:	2026	