Deepdene Primary School

FIRST AID

Help for non-English speakers

If you need help to understand the information in this policy please contact Mr Tim Green (Principal) or Ms Christine Vlahos (Assistant Principal) ph 9817 1917

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*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY

From time to time Deepdene 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 Deepdene 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.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan

First aid kits

Deepdene Primary School will maintain:

- A major first aid kit which will be stored in the first aid room/sick bay.
- 8 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
    - 4 x Medium First aid kits for sports excursions- First aid room
    - 4 x Small First aid kits for yard duty- staff room
    - 2 x Large First aid kits for camps- office store room

Office staff will be responsible for maintaining all first aid kits.

Deepdene Primary School

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/first aid 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 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, Deepdene Primary School will notify parents/carers by logging the incident on Compass Chronicle. Parents will be contacted by phone should their child present unwell to sickbay and asked to pick up their child from school. Parents will also be contacted by phone in the event their child has a significant head bump or soft tissue injury.
- 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 Deepdene Primary School will:
    - record the incident as a chronicle entry on Compass, available for parents to view.
    - If the first aid treatment is provided following a recorded incident, the details are recorded through the eduSafe Plus Incident form.
    - if first aid was administered in a medical emergency, 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.

  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.
  For further information refer to the Department's Policy and Advisory Library: Medication

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders on Compass for parents
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

Relevant Local School policies:

Health Care Needs, Administration of Medication, Anaphylaxis, Asthma- available in the Policies Book via the school website.

Department's First Aid Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	24/02/2025
Approved by	Principal
Next scheduled review date	February 2028 The recommended minimum review cycle for this policy is 3 to 4 years