

BELMONT PRIMARY SCHOOL

FIRST AID POLICY



From time to time Belmont Primary School staff may need to administer first aid to students at school or during school activities. Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition but to provide short term or immediate first aid and care.

AIM:

To ensure the school community understands our school's approach to first aid for students and seek to provide students with the support they may require when hurt or unwell.

SCOPE:

This policy applies to the provision of basic first aid to injured or unwell students. First aid responses for anaphylaxis and asthma is provided in our school's Anaphylaxis Policy and Asthma Policy.

IMPLEMENTATION

Staffing

The principal will ensure that Belmont Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. A register of the school's trained first aid officers will be maintained by the administration staff and displayed in the sick bay area. Where possible, the school will have a trained first aid officer attend school excursions.

First Aid Kits

Belmont Primary School will maintain:

- A major first aid kit which will be stored in the sick bay.
- At least two portable first aid kits which may be used for excursions and camps which will be stored in the sick bay.
- Two mini first-aid packs that will be used by yard duty staff which will be stored in the staffroom.

The administration staff will be responsible for maintaining all first aid kits.

Care for Ill Students

Students who are unwell should not attend school and can be best cared for at home.

If a student becomes unwell during the school day they may be directed to sick bay and will be monitored by the administration 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) when further advice is required. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- The details of all students who receive first aid in the sick bay will be recorded in the sick bay register which will be signed by the attending staff member.
- If first aid is administered for a minor injury or condition (such as mild bumps and strains), Belmont Primary School will notify parents/carers by either sending a note home in the student's diary or by making a phone call to the parent.
- 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. Parents or emergency contacts will be telephoned whenever first aid staff are concerned about the health of a student.
- 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 Belmont Primary School will:
 - record the incident on CASES21 when further medical intervention or assessment has been required
 - if first aid was administered in a medical emergency or an ambulance was required, 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 treatments. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES:

- Anaphylaxis Policy
- Asthma Management Policy
- Health Care Needs Policy
- Administration of Medication Policy

EVALUATION

This policy will be reviewed every 3-4 years in accordance with the school's policy schedule or as required if regulations or circumstances change.

This policy was presented* to School Council in.....

September 2018

** As this policy is operational, approval by School Council is not required, Principals may choose to present it for noting. (School Policy Template Portal)*

Review Date: 2021