



First Aid Policy

Date ratified: November 2020

Review date: March 2021

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

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

Aberfeldie Primary School's trained first aid officers are:

- | | |
|--------------------|------------|
| • Amy Wong | 06/02/2020 |
| • Belinda Hudson | 06/02/2020 |
| • Cheryl McConnell | 06/02/2020 |
| • Gail McKenna | 06/02/2020 |
| • Heather Golder | 06/02/2020 |
| • Loretta Nicholls | 06/02/2020 |
| • Melinda Attard | 17/06/2020 |
| • Ryan Penberthy | 06/02/2020 |
| • Sam Cheshire | 06/02/2020 |
| • Scott Burns | 06/02/2020 |
| • Yasmine Jones | 06/02/2020 |
| • Yin Kik Li | 06/02/2020 |

First aid kits

Aberfeldie Primary School will maintain:

- three portable First Aid kits which may be used for excursions, camps or sporting and special events held at school or off site. The portable First aid kits will be stored in the First Aid Room, located near the office.
- each staff member on Yard Duty will carry a First Aid bag with basic resources in it; five kits available for duties.

Cheryl McConnell (Administration staff member) 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 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, Aberfeldie Primary School will notify parents/carers by the school app “Compass”.
- 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 Aberfeldie Primary School will:
 - record the incident on Compass
 - 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 a standard first aid treatments. This is because they can mask signs of serious illness or injury.

Further information and resources

- DET Policy and Administration Library: [First Aid for Students and Staff](#)
- Asthma Policy, Anaphylaxis Policy, Health Care Needs Policy, Administration of Medication Policy all located in the [policy section of the Aberfeldie Primary School Website](#).

Review cycle

This policy was last updated on 30 November 2020 and is scheduled for review in 2021.

Document History

Version	Effective Date	Owner	Description of Change
4	November 2020	Aberfeldie Primary School	Hyperlinks to Department policy changed to reflect the new Policy and Advisory Library (PAL) hyperlink. First aid officer's names and training details updated. No other changes were made from the previous version dated February 2018.
3	February 2017	Aberfeldie Primary School	Updated
2	2015	Aberfeldie Primary School	Updated
1	2009	Aberfeldie Primary School	New