

## FIRST AID POLICY

### **PURPOSE**

Solway Primary School is committed to providing a safe and caring environment that responds to the First Aid needs of our students. The purpose of this policy is 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 the *Anaphylaxis Policy* and *Asthma Policy*.

### **IMPLEMENTATION**

From time to time Solway Primary School staff might need to administer First Aid to students at school or school activities. Parents/carers should be aware that the goal is to provide First Aid, not to diagnose or treat a condition.

#### **Staffing**

The Principal will ensure that Solway Primary School has sufficient staff with the appropriate levels of First Aid training to meet the First Aid needs of the school community.

#### **First Aid Kits**

Solway Primary School will maintain:

- A major First Aid Kit which will be stored First Aid Room
- At least 5 portable First Aid Kits which may be used for yard duty, excursions or camps
- The portable First Aid Kits for yard duty will be stored in the Staff Lounge
- One portable First Aid Kit will be stored in the 5/6 Office and all others in the First Aid Room

The School Nurses will be responsible for maintaining all First Aid Kits on a regular basis.

#### **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 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 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, under the direction of the Principal or their delegate
- 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
- When First Aid is administered for a minor injury or condition, the school will notify parents/carers via email, phone call or instant message, if deemed necessary
- If First Aid is administered for a serious injury or condition, or in an emergency situation, the school will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- When a student presents with a head injury, even if this appears minor, parents will be contacted, as a matter of protocol
- If the school determines that an emergency response is not required but that medical advice is needed, parents/carers (or an emergency contact person) will be advised to collect the student and seek medical assistance
- Whenever First Aid treatment has been administered to a student, the school will record the incident on Sentral (if deemed necessary) and 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 (DET), analgesics, including paracetamol and aspirin, will not be stored at Solway Primary School or provided as a standard First Aid treatments. This is because they can mask signs of serious illness or injury.

### **FURTHER INFORMATION AND RELATED POLICIES**

For further information see the following policies (developed in 2018) and the DET website:

- *Health Care Needs Policy*
- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- <http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>

### **EVALUATION**

This policy was last updated on March 2018 and is scheduled for review in 2021.