

Mount Evelyn Primary School

School Policies Manual



First Aid Policy

Purpose:

To ensure the school community understands our school's approach to first aid for students.

Scope:

First aid for anaphylaxis and asthma is provided for in our school's:

- Anaphylaxis Policy
- Asthma Policy

Implementation:

From time to time Mount Evelyn 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 Mount Evelyn Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

All staff at Mount Evelyn Primary School are first aid trained and training is updated via in-school training sessions held during staff meetings and on student free days. Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). A whole school register of training and expiry dates is regularly updated.

First aid kits

Mount Evelyn Primary School will maintain:

- A well stocked first aid room
- One large portable first aid kit which may be used for excursions, camps, or off site events. The portable first aid kit is stored in the first aid room.
- Five first aid bags which can be used in conjunction with the larger portable kit when students are participating in off site activities.
- Three yard duty bags which contain gauze, bandaids and first aid assistance cards. These are stored in the first aid room along with the yard duty vests.
- Maree Craig 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 the first aid room and monitored by staff on first aid duty. 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, Mount Evelyn primary School staff will notify parents/carers via an email from GradeXpert. If a student sustains an injury to the face or head, parents will be contacted by telephone.
- 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 Mount Evelyn Primary School staff will:
 - Record the incident on GradeXpert
 - For more serious cases, record the incident on CASES21
 - 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.

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

Information and Resources:

Mount Evelyn PS Healthcare Needs policy
Mount Evelyn PS Administration of Medication policy
Mount Evelyn PS Asthma policy
Mount Evelyn PS Anaphylaxis policy

Evaluation:

Policy last reviewed	September 13 th 2021
Approved by	Principal
Next scheduled review date	September 2024 as part of the school's three year review cycle