

## FIRST AID POLICY

### INCLUDES ARRANGEMENTS FOR ILL STUDENTS

**Date of last review:**

June 2024

**Date of next review:**

June 2028

**Review period:**

Three to Four Years



### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Maramba Primary School on 03 9796 7150 or [maramba.ps@education.vic.gov.au](mailto:maramba.ps@education.vic.gov.au).

### PURPOSE

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

### SCOPE

First aid for anaphylaxis is provided for in our school's *Anaphylaxis Policy* and asthma in our *Asthma Policy*.

### POLICY

This policy should be read with 's *First Aid, Administration of Medication, Anaphylaxis*.

From time-to-time 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 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

will maintain:

- A major first aid kit which will be stored First Aid Room.
- Three portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  - First Aid Room

First Aid Coordinator will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [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 sick bay 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 room

Our school follows the Department's policy and guidance in relation to our first aid room to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

## Injuries to Students

- All injuries to students must be attended to, no matter how apparently minor.
- A first aid room and first aid kits will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.
- Any children in the first aid room will be supervised by a staff member at all times.
- All injuries that occur during class time, recess or lunch breaks will be referred to the administration staff who will manage the incident.
- An up-to-date confidential register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians.
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the administration staff must contact the parents/guardians so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- Accidents are to be investigated. This may result in modifications to a work or play area.
- The DET Accident/Injury Form LE 375 to be completed and signed by principal and details should be entered on CASES21. Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Regional Director and DET Emergency and Security Management Branch immediately on (03) 9589 6266 and reference should be made to the school's Incident management policy.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with others before deciding on an appropriate course of action.

## 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, will notify parents/carers sending a note home to parents/carers.
- 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 will:
  - record the incident on first aid slip which is duplicated and store in First Aid Room.
  - 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 where required to under that policy.

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

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Anaphylaxis](#)
- [Asthma](#)
- [Blood Spills and Open Wounds Management](#)
- [OHS Management System \(OHSMS\) Employee Health, Safety and Wellbeing](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

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

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	Before June 2028