



Albion Primary School

FIRST AID POLICY

(INCLUDING ARRANGEMENTS FOR ILL STUDENTS)

Purpose

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

Scope

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

- Anaphylaxis Policy
- Asthma Policy

Policy

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

Albion School's trained first aid officers are:

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|----------------------|----------------------------------|------------|
| • Betty Batty | Training qualification 13/6/2018 | Renew 2021 |
| • Lorraine Farrugia | Training qualification 13/6/2018 | Renew 2021 |
| • Angela Paschalidis | Training qualification 12/6/2019 | Renew 2022 |
| • Kristy Hewat | Training qualification 12/6/2019 | Renew 2022 |

First aid kits

Albion Primary School will maintain:

- A major first aid kit that will be stored in the First Aid room.
- One portable first aid kit that is used for excursions and camps. It is also stored in the First Aid room.
- Betty Batty 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, which is located behind the main school office and is monitored by staff. (In the interim while building works

are happening, the first aid area is in the BER building in the staff area) 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 that occurs at school or a school activity that 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.
- All first aid incidents will be recorded in the First Aid log book
- 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 knock to the head, Albion Primary School will notify parents/carers by phone call. If they are unable to contact the parent/carer, a note will be sent home with the student.
- 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 Albion Primary School will:
 - record the incident on CASES21
 - 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

Please refer to these other related school policies: Health Care Needs, Administration of Medication, Anaphylaxis, and Asthma.

Review cycle

This policy was last updated on March 2020 and is scheduled for review in March 2024.