

# FIRST AID

## Including arrangements for ill students



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

### 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

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

### 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.

Most staff are trained in First Aid however, the specific staff members listed below are nominated as the Albion Primary School's first aid officers:

- Betty Batty                      Renew June 2024
- Angela Paschalidis            Renew June 2025

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP also includes the expiry dates of the training.

### 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.
- Yard duty bags are available for all staff members. These bags contain simple first aid items such as tissues, cleaning swabs, bandaids and emergency cards. A supply top up box is housed in the staffroom. Each staff member is responsible for maintaining their yard duty bag throughout the year.

- Betty Batty 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 First Aid room, which is located behind the main school office and is 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.

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

### 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 that require first aid in the First Aid room will be recorded on Compass – Chronicle – First Aid entry.
- 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 in the First Aid room to a student Albion Primary School will:
  - record the incident on Compass – Chronicle – First Aid entry
  - if first aid was administered for a serious incident or medical emergency, the details are recorded through the eduSafe Plus *Incident* form and on Compass
  - if care was provided in response to a medical emergency or reportable incident, 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, analgesics, including paracetamol and aspirin, will not be stored at school or provided as standard first aid treatments for students. 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, staff information and training
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

Please refer to these other related school policies available on the school's website:

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

## POLICY REVIEW AND APPROVAL

Policy last reviewed	2024
Approved by	Principal
Next scheduled review date	2027 The recommended minimum review cycle for this policy is 3 – 4 years.