

2019

First Aid Policy

Principal: Joel Riddle

School Council President: Rob Duthie



Purpose:

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 our schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

Policy:

From time to time Lara 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.

Sign In Procedure:

All visitors to Lara Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

Record their name, signature, date and time of visit and purpose of visit

Provide proof of identification to office staff upon request

Produce their valid Working with Children Check where required by this policy

Wear a visitor's name tag] at all times

Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds

Return to the office upon departure, sign out and return visitor's name tag

Lara Primary School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available and visible to visitors when they sign in.

Staffing:

The principal will ensure that Lara 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:

Lara Primary School will maintain:

- A major first aid kit which will be stored in the sick bay
- Portable first aid kits may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the sick bay

Office staff members 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 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 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, Lara Primary School will notify parents/carers by phone.
- 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 at Lara Primary School, staff 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.

Review of This Policy:

This policy will be reviewed every third year or more often if necessary due to changes in regulations or circumstances.

This policy was last ratified by School Council in...	May 2019
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This policy will be reviewed by School Council in...	May 2022
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