



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 schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Chirnside Park Primary School trained first aid officers are:

 Anne Turton	3/9/2019
 Cheri Carman	3/9/2019
 Barbara O'Regan	3/9/2019
 Janelle Wadsworth	3/9/2019
 Sue Martin	3/9/2019
 Selena Poulter	3/9/2019
 David Singleton	3/9/2019
 Gayle Redfern	3/9/2019

Staffing

- A trained member of staff holding a current Level 2 First Aid Certificate will be appointed as the First Aid Coordinator each year.
- The school will maintain a Register of Staff trained in First Aid.
- All staff will be inducted with basic first aid management skills.
- All staff will be trained annually in the management of anaphylaxis and the use of Epipens.
- All staff will attend an Asthma Education session every three years.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each term and at weekly briefings.
- Professional development with regard to specific illnesses will be provided to staff on the basis of need.

First aid kits

Chirnside Park Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room
- Chirnside Park Primary School needs 5 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
In the first Aid room.

Gayle Redfern will be responsible for maintaining all first aid kits.

Care for ill students

A dedicated First Aid Room will be available for use at all times.

- Yard duty teachers will carry first aid supplies, information relating to students at high risk, carry a mobile phone, and wear a fluorescent vest.
- First aid kits will be available in the First Aid Room for excursions and camps.
- The First Aid Coordinator will be required to regularly inspect first aid provisions and purchase and maintain first aid supplies in the First Aid Room and each classroom.
- The school will maintain a current register of staff trained in First Aid.
- Procedures will be continually monitored and assessed by the First Aid Coordinator in consultation with the Principal and other First Aid trained staff.
- Reminders to parents/carers of the policies and practices used by the school to manage first aid, illnesses and medications will be published in the newsletter throughout the year.
- Students will be monitored in the First Aid room by staff and a CCTV camera

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/carers 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, Chirnside Park Primary School will notify parents/carers by i.e. sending a note home to parents/carers, email, phone call.
- 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 Chirnside Park 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

Health Care Needs,

Administration of Medication,

Anaphylaxis <http://www2.education.vic.gov.au/pal/anaphylaxis/policy>

Asthma <http://www2.education.vic.gov.au/pal/asthma/policy>

REVIEW CYCLE

This policy was last updated in August 2019 and is scheduled for review in August 2020.