

FIRST AID

RATIONALE:-

All members of the Ashby Primary School community have the right to feel safe and well. Ashby Primary School students have the right to know that they will be attended to with all due care when in need of First Aid.

GUIDELINES:-

- To provide for the needs of sick and injured children and visitors to the school community.
- To ensure that staff have the necessary knowledge and equipment to administer First Aid.
- The principal will ensure that Ashby PS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.
- To ensure that there are adequate facilities to cater for students requiring First Aid.
- To ensure that there are effective First Aid procedures for all school activities.
- To communicate any instance of illness or injury, requiring First Aid and occurring during the school day or school activities, with parents/carers of any affected student.

IMPLEMENTATION:-

Staffing

All permanent staff at Ashby Primary School are first aid trained.

First Aid Kits

Ashby PS will maintain:

- A major first aid kit which will be stored in the sick bay
- 14 yard duty bags, 1 large back pack and 2 small portable bags excursions, camps, or yard duty. The portable first aid kit/s will be stored in the sick bay

Administration staff 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 that 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, Ashby PS will notify parents/carers through an automated email from COMPASS.
- 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 Ashby PS will:
 - record the incident on Compass
 - 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

See Anaphylaxis, Asthma, Administration of medication, and Health Care needs policy.

EVALUATION:-

This policy will be reviewed as part of the school's four year review cycle or more often if necessary due to changes in regulations or circumstances.

CERTIFICATION

The policy was ratified at the School Council meeting held at Ashby Primary School on October 16th, 2019 and reviewed in 2022.