

# **FIRST AID**

## **POLICY**

### **Rationale:**

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

### **Aims:**

- To administer first aid to children when in need in a competent and timely manner
- To communicate children's health problems to parents when considered necessary
- To provide supplies and facilities to cater for the administering of first aid.

### **Implementation:**

From time to time Merri Creek 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 Merri Creek has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Merri Creek's trained first aid officer is:

- Administration Manager and administration assistant [2018–2023/2021]

Merri Creeks trained first aid officers are:

- One staff member from each teaching team [2019–2022]

### **First aid kits**

Merri Creek will maintain:

- A major first aid kit, which will be stored in the office.
- Three portable first aid kits, which may be used for excursions and camps. The portable first aid kit/s will be stored:
  - In the main office.
  - Each teacher has a bum bag for yard duty with basic supplies such as band-aids.

Rosemary Deakin 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:

- \* References: Department of Education and Training School Policy and Advisory Guide available on <http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>

- 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.
- Minor injuries only (such as scratches) will be treated by staff members on duty.
- 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, staff will notify parents/carers by sending a note home to parents/carers.
- For more serious injuries/illnesses, the staff must contact the parents/guardians so that professional treatment may be organised. Any injuries to a child’s head must be reported to parents/guardian as soon as practical.
- 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 a first aid treatment has been administered for a serious injury to a student Merri Creek 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 standard first aid treatments. This is because they can mask signs of serious illness or injury.

## **FURTHER INFORMATION AND RESOURCES**

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

- *Anaphylaxis Policy and Asthma Policy*

### **Evaluation:**

This policy will be reviewed as part of the school’s four-year review cycle.

This policy will be reviewed in:

**2022**