



NEERIM SOUTH PRIMARY SCHOOL

First Aid Procedures and Policy



Respect

Learning

Teamwork

Perseverance

1. Rationale

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

2. Aims

From time to time Neerim South 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.

First aid for anaphylaxis and asthma are provided for in our schools:

- Anaphylaxis Policy
- Asthma Policy

3. Implementation

3.1 Staffing

The principal will ensure that Neerim South Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Neerim South Primary School trained first aid officers are:

- All teaching staff completed HLTAID003 in September 2019
- Non-teaching staff Debbie Beck, Jacqui Holland and Susan Moss completed HLTAID003 in September 2019

3.2 First Aid Kits

Neerim South Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room.
- 3 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 cupboard in the First Aid room

Debbie Beck (Business Manager) will be responsible for maintaining all first aid kits.

3.3 Care and Procedures 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 first aid room 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.

3.4 First Aid Management and Procedures

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 (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, Neerim South Primary School will notify parents/carers by sending a note home to parents/carers via the school diary/Sentral software program.
- 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 Neerim South Primary School will:
 - record the incident on compass as sickbay chronicle (minor injury)
 - record the incident on CASES21 (major injury)
 - if first aid was administered in a medical emergency, report the incident to the **Incident Support and Operations Centre on 1800 126 126**.

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

The First Aid Policy should be viewed in conjunction with other Neerim South Primary School Policies, including

- Health Care Needs
- Administration of Medication
- Care Arrangements for Students with Medical Conditions
- Anaphylaxis
- Asthma

4. Evaluation

This policy will be reviewed as part of the schools five-yearly review cycle or more often if necessary due to changes in regulations or circumstances.

5. Revision History

Date	Description	Author
March 2016	Ratified by School Council	Environment SC
25/08/2019	Minor changes made to formatting and DET wording requirements	Principal
23/09/2019	Names of current First Aid trained staff members added	Principal