



Yarraville West Primary School First Aid Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	14 th September, 2021
Consultation	SIT Team, First Aid Officer (on leave), Camp Coordinators
Approved by	Principal
Next scheduled review date	September, 2024



Help for non-English speakers:

If you need help to understand the information in this policy, please contact 9314-7714.

PURPOSE

To ensure the school community understands our school's approach to first aid for students. All children have the right to feel safe and well, and to know that they will be attended to with due care when in need of first aid.

GOALS:

To administer first aid to children when needed 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
To maintain a sufficient number of staff members with appropriate first aid training

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

A minimum of 12 staff (including the 2 student administration staff members) are trained to a Level 2 First Aid Certificate with up-to-date CPR qualifications.

First aid kits

Yarraville West Primary School will maintain:

- A major first aid kit, which will be stored in the First Aid Room.
- Additional first aid kits (12 in total), Asthma First Aid Kits, Epipens and an Automatic External Defibrillator (AED) are kept at different locations within the school. A First Aid Location Map outlines these locations for all school staff.
- A portable first aid kit may be used for excursions, yard duty or camps. The portable first aid kit will be stored:
 - In the First Aid Room
 - First aid kits (bum bags) will be supplied to each teacher for the classroom and yard duty.

The First Aid Officer (Vicki Bouchier) will be responsible for maintaining and replenishing supplies for all first aid kits (bum bags).

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 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.
- Parents who collect children from school for any reason must sign the child out of the school in a register maintained in the school office.

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:

- Minor injuries will be cared for by staff using portable first aid kits (bum bags).
- All other injuries or illnesses that occur outside recess breaks will be referred to the First Aid Room. The First Aid Room will be supervised during recess and lunch breaks. First aid staff will manage the incident.
- 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.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Any children with injuries involving blood must have the wound covered.
- 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, Yarraville West Primary School will notify parents/carers by a Compass notification. A record will be kept of all injuries or illnesses experienced by children that require medical first aid.
- 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 to do so.
- 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 Yarraville West Primary School will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's 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.

Camps

- All school camps will have at least two Level 2 First Aid trained staff members at all times.
- All children attending camps or excursions will have provided a signed medical form with medical detail and giving teachers permission to contact a doctor or ambulance should the instance arise where the child requires treatment. Copies of the signed medical forms to be taken on camps and excursions.
- All children with asthma will have access to Ventolin at all times
- All children with anaphylaxis must have their EpiPen with them on camps and excursions
- If verbal or written permission is granted at school and on camps to administer medication then a record must be kept.
- Parents of all children who receive first aid for more serious injuries/illnesses (including head, face, neck or back) must be contacted by staff so that professional treatment may be organized.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding the appropriate course of action.

COMMUNICATION

- General organizational matters relating to first aid specific health needs and medical plans will be communicated to staff at the beginning of each year or as the need arises
- Staff will be kept updated about anaphylaxis, asthma, diabetes and other recognized medical concerns within the school community

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions as required
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

The following school policies are also relevant to this Camps and Excursions Policy

- Health Care Needs Policy
- Administration of Medication
- Anaphylaxis Policy
- Asthma Policy
- Camps and Excursions Policy
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- Duty of Care Policy