



**St Andrews
Primary School**
No: 0128

St Andrews Primary School
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FIRST AID POLICY

PURPOSE

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

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

St Andrews Primary School's trained first aid officers are:

- Michelle Commerford 28/10/2016
- Dean Simpson 28/10/2016
- Carla Hillsley 28/10/2016
- Jade Cameron 28/10/2016
- Natalie Nolan 28/10/2016
- Kyle Robinson 28/10/2016
- Olivia Carr 28/10/2016

First aid kits

St Andrews Primary School will maintain:

- A major first aid kit and first aid supplies, which are stored the office in the first aid cupboards
- 1 large portable first aid kit and 2 smaller portable first aid kits which may be used for excursions, camps, or yard duty. These are stored in the office in the first aid cupboard. Yard duty kits are stored on the office bench.

Michelle Commerford 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 office area / recliner chairs in the foyer 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/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, St Andrews Primary School will notify parents/carers by sending home an Illness/Injury Parent Notification Form (carbon copies recorded in the office area) and a phone call to a parent / carer if deemed necessary.
- 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 St Andrews Primary School will:
 - fill in an Illness/Injury Parent Notification Form
 - 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](#)

Please refer to our Anaphylaxis Policy, Asthma policy, Administration Medications Policy and Health Care Needs policy.

REVIEW CYCLE

This policy was last updated on 11th April 2018 and is scheduled for review in April 2021.

St Andrews Primary School's trained first aid officers will need to be updated annually.

THIS POLICY DOES NOT NEED SCHOOL COUNCIL APPROVAL	
Date Presented to School Council for Noting	14/06/2018