



Dinjerra Primary School

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] [is/are] provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Dinjerra Primary School's trained first aid officers are:

- | | |
|-------------------|-----------|
| • Karen Jones | 1/12/2020 |
| • Carla Elgueta | 1/12/2020 |
| • Val Razmovski | 1/12/2020 |
| • Hong Tran | 1/12/2020 |
| • Suni Tekumalla | 1/12/2020 |
| • Nazlije Edwards | 1/12/2020 |
| • Deborah Domas | 1/12/2020 |

First Aid kits

Dinjerra Primary School will maintain:

- A major first aid kit which will be stored the first aid room where all of the supplies are stored
- 1 portable kit is located in the cupboard in the BER near the kitchenette portable first aid 3 first aid backpacks which may be used for excursions, camps, and all yard duty carry a bum bag which contains bandaids, gloves and cards for assistance. The portable first aid kits will be stored:
- in the main first aid room

Karen Jones will be responsible for maintaining all first aid kits. In the event of Karen Jones being absent, Carla Elgueta will be responsible for this. When there is an excursion, the first aid kit will be organised the day before. The teacher or Education Support Officer attending the excursion will collect the children's personal asthma kits the morning of the excursion.

Care for ill students

Students who are unwell should not attend school.



Dinjerra Primary School

If a student becomes unwell during the school day they may be directed to the first aid room and monitored by staff via the window. 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, Dinjerra Primary School will notify parents/carers by an injury note that is sent home with the child.
- 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 practicable.
- 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 Dinjerra Primary School 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 a standard first aid treatment. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

- *Health Care Needs*
- *Administration of Medication*
- *Anaphylaxis, Asthma*
- *Asthma Policy*

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2021
Approved by	The Principal
Next scheduled review date	July 2025