



Sunbury 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 provided for in our school's

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Sunbury Primary School trains all staff in First Aid every three years.

First aid kits

Sunbury Primary School will maintain:

- Eight major first aid kits which will be stored in the First Aid Room.
- Three portable first aid kit/s which may be used for excursions, camps. The portable first aid kit/s will be stored in the First Aid Room and one in the School Hall.
- Three Yard Duty bags containing supplies to address minor injuries
- A classroom First Aid kit per classroom, containing supplies to address minor injuries

The Office Manager 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 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.

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.
- If first aid is administered for a minor injury or condition, Sunbury Primary School will notify parents/carers by sending a note home to parents/carers.
- 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, and complete the CASES21 Incident Notification Form, in which case the incident will also be recorded on CASES21 in the Injury Management System.
- 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.
- If first aid was administered in a medical emergency, report the incident to the Department’s Emergency Management 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

Administration of Medication, Anaphylaxis, Asthma

REVIEW CYCLE

This policy was last updated on March 2019 and is scheduled for review in March 2022