



## *Teesdale Primary School Policy*

### **FIRST AID POLICY**

**(July 2020)**

#### **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 Teesdale 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 Teesdale 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 training.

This list is reviewed as part of the annual review of our Emergency Management Plan.

#### **First Aid Kits**

Teesdale Primary School will maintain:

- A major first aid kit which will be stored in the cupboard in the Sick Bay.
- 4 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the cupboard in the Sick Bay. Staff must sign these out and in when removing them for use.

Debbie Smith 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 Sick Bay at the School Reception 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, Teesdale Primary School will notify parents/carers by phone call and a note/message sent home.



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- 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 Teesdale Primary School will:
  - Record the provision of first aid treatment on eduSafe Plus.
  - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
  - If care was provided in response to a medical emergency or reportable incident, 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 where required to under that policy.

In accordance with Department of Education and Training policy, 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

### Further information and resources

- Asthma Policy
- Anaphylaxis Policy
- Health Care Needs Policy
- Administration of Medical Needs Policy

### The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

### Communication

This Policy is communicated via the school's website, and annually via the school's Newsletter.

## Review and approval

Policy last reviewed	July 2020
Approved by	Principal and School Council
Next scheduled review date	July 2024