



# FIRST AID POLICY

## WANGARATTA PRIMARY SCHOOL

### **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, Wangaratta 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 Wangaratta Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Wangaratta Primary School's trained first aid officers are:

- Jacinta Kubeil (March 2021)
- Jaxon Leith (March 2021)
- Nick Kenwright (March 2021)
- Georgia Mathewson (March 2021)
- Kylie Robertson (March 2021)
- Katy Puls (March 2021)
- Louise Anthony (March 2021)
- Zoe Henschke (March 2021)
- Tania Sutherland (March 2021)

#### **First aid kits**

Wangaratta Primary School will maintain:

- A major first aid kit which will be stored in the Sickbay
- 2 portable first aid kit which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the Sickbay.

Louise Anthony 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 Sickbay 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, Wangaratta Primary School will notify parents/carers through Compass. Head injuries will be followed up with a phone call.
- 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 Wangaratta 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 treatments. This is because they can mask signs of serious illness or injury.

### **FURTHER INFORMATION AND RESOURCES**

This statement and all relevant policies can be found on our school website: [www.wangps.vic.edu.au](http://www.wangps.vic.edu.au)

### **EVALUATION**

***This policy was last updated in:***

February, 2021

*This policy will be revised in 2024.*