



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 schools':

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Tambo Upper Primary School's trained first aid officers are:

- Mark Chandler and Riveena Hayden

First aid kits

Tambo Upper Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room cabinet
- There are four portable first aid kits which may be used for excursions and camps. The portable first aid kits will be stored:
 - In the staff room cabinet under the white board.

Riveena Hayden 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 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, Tambo Upper Primary School will notify parents/carers by sending a note home or by phoning the parents/carers where possible.
- 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 for serious conditions has been administered to a student Tambo Upper Primary School will:
 - record the incident on CASES21/Edusafe
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.
- With parent/guardian consent, analgesics, including paracetamol and aspirin, will be administered and relevant medication record sheet/logs will be recorded with details.

REVIEW CYCLE

This policy was last updated on March 7th 2024 and is scheduled for review in March 2027.