



# Kingsville Primary School First Aid Policy

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## PURPOSE

Kingsville Primary School will ensure sufficient staff have the appropriate levels of first aid training to meet the first aid needs of the school community, including first aid awareness and management for anaphylaxis and asthma.

## OBJECTIVE

From time to time Kingsville 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.

The principal will ensure that Kingsville Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Kingsville Primary School has trained first aid officers. A list of staff trained in first aid is located in the OHS First Aid folder.

## SCOPE

- To ensure the school community understands our school's approach to first aid for students.

## First Aid Kits

Kingsville Primary School will maintain:

- First aid supplies necessary for the sick bay
- 4 first aid kits for yard duty which is stored in the staff room and is maintained on a regular basis by the nominated ESS staff member.
- Portable first aid kits which are used for excursions, camps, and evacuations. The portable first aid kits are be stored in the sick bay (located near the main office)

A nominated ESS Staff member 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 serious or life threatening 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, Kingsville Primary School will notify parents/carers by either entering the data into a compass sickbay chronicle or contacting parents/carers via 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 advising them of the situation.
- 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 straight away or as soon as possible.
- Whenever first aid treatment has been administered to a student Kingsville Primary School will:
  - record the incident on CASES21
  - log details into a sickbay chronicle
  - if first aid was administered in a medical emergency, report the incident to Incident Support and Operations Centre on 1800 126 126

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

References: Department of Education and Training, First Aid and Infection Prevention Control Procedure

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx>

Department of Education and Training, School Policy and Advisory Guide – First Aid

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>

Department of Education and Training, School Policy and Advisory Guide – Emergency and Critical Incident

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/emergency.aspx>

Department of Education and Training, School Policy and Advisory Guide – Anaphylaxis

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/anaphylaxis.aspx>

Asthma Foundation

<https://www.asthmaaustralia.org.au/vic/education-and-training/for-victorian-schools/victorian-schools-resources/school-resources>

Department of Education and Training, First Aid for Students and Staff Policy

<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy>

### REVIEW CYCLE AND EVALUATION

This policy was last updated in August 2021 and is scheduled for review in August 2024.

### POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2021
Approved by	Principal
Next scheduled review date	June 2024