



KILMORE PRIMARY SCHOOL



FIRST AID POLICY

Introduction

The school has procedures for supporting student health for students with identified health needs (**see Care Arrangements for Ill Students Policy**) and will provide a basic first aid response as set out in the procedure below to ill or injured students due to **unforeseen circumstances** and requiring **emergency** assistance.

These procedures have been communicated to all staff and are available for reference from the school office.

Rationale

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*

Implementation

From time to time Kilmore 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 or their delegate will ensure that Kilmore Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

First aid kits

Kilmore Primary School will maintain:

- A major first aid kit which will be stored in the office/sickbay
- **Kilmore Primary school will have at least six** portable first aid **kit/s** which may be used for excursions, camps, or yard duty. The portable first aid **kit/s** will be stored:
 - **In the sick bay**

At the start of each year a staff member will be delegated with the responsibility 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 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, Kilmore Primary School will notify parents/carers by a sick bay receipt notification.
- 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 Kilmore 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.

Ratified by School Council: June 2018	Review Date: June 2021
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