



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 is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

- Gardenvale Primary School has all staff trained in Level 2 First Aid with up-to-date CPR qualifications.
- First Aid training will be offered each year to all staff and updates will be provided to maintain the currency of existing first aid qualifications.

First aid kits

Gardenvale Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room on both campuses.
- Portable first aid kits which may be used for excursions, camps, or yard duty will be stored:
 - in the First Aid room on both campuses

Office staff 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 or the office at either campus 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.
- An ambulance may be called dependent on advise, circumstances or staff judgement. Ambulance costs are the responsibility of the student’s family.
- 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, Gardenvale Primary School will notify parents/carers by sending an ‘Illness/Injury Parent Notification’ form home to parents/carers .
- 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. Any injuries to a child’s head, face or neck must be reported to parents/guardian as soon as possible.
- 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.
- When serious first aid treatment has been administered to a student Gardenvale 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

- [School Policy and Advisory Guide:](#)
 - [First Aid](#)
 - [First Aid Needs](#)
 - [First Aid Rooms](#)
 - [Major First Aid Kits](#)
 - [Portable First Aid Kits](#)
 - [School Nurses & First Aid Coordinators](#)
- [OHS Management System – First Aid and Infection Control](#), where you can find:
 - [First Aid and Infection Prevention and Control Procedure](#)
 - [First Aid Risk Assessment Template](#)
 - [Guidelines for Hepatitis](#)
 - [First Aid Summary Sheet](#)



GARDENVALE PRIMARY SCHOOL

- [First Aid Contents Checklist](#)
- [Safe Work Procedure-Cleaning and Handling of Blood and Bodily Fluids](#)
- [Department of Health and Human Services Disease Information and Advice](#)
 - Health Care Needs Policy
 - Administration of Medication Policy
 - Anaphylaxis Policy
 - Asthma Policy

REVIEW CYCLE

This policy was last updated on 18/7/18 and is scheduled for review in July 2021