



First Aid Policy

RATIONALE

From time to time Knox Park Primary School's 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.

First aid for anaphylaxis and asthma are provided for in our schools:

- Anaphylaxis Policy
- Asthma Policy

This policy must be read with Knox Park Primary School's Anaphylaxis, Asthma, Health Care Needs and Medication policies.

AIM

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

IMPLEMENTATION

A First Aid Risk Assessment will be conducted as part of our school's Occupational Health and Safety compliance.

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

At the time of writing, Knox Park Primary School has 6 trained First Aid Officers.

Training will be refreshed as required. We acknowledge that this number can/may change as staffing changes and that many staff members are trained in basic first aid.

First aid kits

Knox Park Primary School will maintain:

- A 'major' first aid cupboard which will be located in the First Aid Room.
- Portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the First Aid Room.

The school's Business Manager 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 during break times, or the front office 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.

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- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24). 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 (minor knock resulting in lump/bruising/blood etc), Knox Park Primary School will notify parents/carers by sending a 'sick bay' note 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.
- 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 Knox Park 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 treatment. This is because they can mask signs of serious illness or injury.

ASSOCIATED POLICIES

- Asthma Policy
- Anaphylaxis Policy
- Medication Policy
- Health Care Needs Policy

EVALUATION

This policy was last updated in August 5th 2019 and is scheduled for review every three years.

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