First Aid Policy

PURPOSE

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

SCOPE

This policy applies to all staff, including casual relief staff and volunteers during school hours, school excursions and camps.

More detailed guidelines for the administration of first aid in cases of anaphylaxis and asthma are provided for in the following policies:

- Anaphylaxis Policy
- Asthma Policy

POLICY

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

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

Auburn South Primary School's current trained First Aid officers are;

Marcus Wicher	Caroline Coleman
Millie Angliss	Rhian Ap Rees
Michael Wainwright	Gabriella Williams

First aid kits

Auburn South Primary School will maintain:

- Major first aid supplies which will be stored in the first aid room.
- 15 portable first aid kits which may be used for excursions, camps or yard duty. The portable first aid kits will be stored:
    - 5 yard duty kits are stored next to the pigeon hole area and clearly labelled

- 3 large excursion kits are stored on the benchtop of the pigeon holes
- 7 medium sized excursion first aid kits are stored in the tall cupboard to the left of the door into the first aid room.

The school nurse will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits - refer to 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 first aid room 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 room/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: First aid rooms and sick bays.

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, Auburn South Primary School will notify parents/carers via a Xuno message.
- 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 is administered to a student resulting from a student incident, injury or illness, Auburn South Primary School will:

- record the provision of first aid treatment on Xuno
- if care was provided in response to a medical emergency or reportable incident, follow the Department's Reporting and Managing School Incidents Policy, including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

In consultation with parents and the school nurse, analgesics, including paracetamol and ibuprofen, may be administered with parent/carer's consent. These medicines may also be given as part of student's health management plan.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website.
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- First Aid for Students and Staff
- Health Care Needs
- Infectious Diseases
- Blood Spills and Open Wounds
- Medication
- Syringe Disposals and Injuries

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

REVIEW CYCLE

This policy was ratified by the School Principal in 2023 and is scheduled for review in 2026.