

FIRST AID POLICY

Help for non-English speakers



If you need help to understand this policy, please contact our School Welfare Officer or a member of our front office administration team.

Purpose

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

Policy

From time to time Garrang Wilam 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 nominee will ensure that Garrang Wilam Primary School has sufficient staff with Level 2 First Aid Training (HLTAID003) valid for three years and also update their CPR (HLTAID001) annually to meet the first aid needs of the school community. Garrang Wilam Primary School's trained first aid officers are:

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our MEP 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.

First aid kits

Garrang Wilam Primary School will maintain:

- A major first aid kit which will be stored First Aid Office
- 6 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 First Aid Office
- Basic first aid kits in each classroom
- A full first aid kit in the Gymnasium Complex

The First Aid Officer 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 First Aid 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.
- 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, Garrang Wilam Primary School will notify parents/carers by an online notification via information management platform.
- All serious head injuries parents/guardians will be notified and asked to collect their child from school. Minor head injuries parents/ guardians will be notified by phone or online.
- 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 practicable.
- 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 Garrang Wilam Primary School will:
 - o record the incident on CASES21
 - o 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.

COMMUNICATION

- 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
- 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:

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- [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:

- School Policies
- Health Care Needs
- First Aid for Students and Staff
- Administration of Medication
- Anaphylaxis
- Asthma
- Camps and Excursions.

Policy review and Approval

Policy last reviewed	19th March 2024
Consultation	NIL
Approved by	Principal
Next scheduled review date	March 2027