



## Help for non-English speakers

If you need help to understand the information in this policy please contact Rosebud Primary School office on 5986 8274.

## 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 schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

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

Rosebud Primary School trained first aid officers are:

- Majority of Rosebud Primary School Staff are First Aid Level 2 trained.
- Donna Hartley and Shara Grahame manage First Aid Room, both Level 2 trained.

## First aid kits

Rosebud Primary School will maintain:

- a major first aid kit which will be stored First Aid Room.
- 4 portable backpack first aid kits which may be used for day excursions. The portable first aid kits will be stored in the First Aid Room.
- Small portable first aid kits are supplied to all teaching staff for yard duty. These are kept by the individual teachers.
- 9 portable first aid kits for sport and camps are kept by the Sports Teacher.
- 1 first aid box kept in OHSC.

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 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 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, Rosebud Primary School will notify parents/carers by note or phone call.
- 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 Rosebud Primary School will:
  - record the incident on Compass
  - 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.

## COMMUNICATION

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

Available publicly on our school's website [rosebudps.education.vic.gov.au](http://rosebudps.education.vic.gov.au)

- 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

Health Care Needs policy

Asthma policy

Anaphylaxis policy

## POLICY REVIEW AND APPROVAL

Policy last reviewed	12/2021
Consultation	DET POLICY
Approved by	Principal
Next scheduled review date	12/2022