POLICY: FIRST AID

PURPOSE:

Brentwood Park Primary School endeavours to provide a safe environment for the school community by providing appropriate first aid when needed. This policy is to ensure the school community understands the school's approach to first aid for students.

AIMS:

- From time to time staff might need to administer first aid to students at school or school activities.
- To effectively administer first aid to children, staff and the school community members where necessary.
- To provide and encourage children to adopt safe practices at school by the implementation of programs such as: SunSmart, fire safety, fire emergency drill, water safety, road safety and playground safety.
- To ensure first aid equipment is regularly updated and in sufficient supply.
- To encourage children to follow strategies that deal with unsafe or emergency situations.

IMPLEMENTATION:

Duty of Care Statement:

There is an obligation on the part of the school council and principal to provide first aid supplies and equipment, and on teachers and school support staff to administer first aid when necessary within the limits of that person's skills and expertise.

Where the person administering first aid believes that a situation needs to be followed up, then a parent, guardian or medical practitioner should be contacted.

The school nurse will have the responsibility for keeping the first aid room stocked and for providing first aid kits for camps and excursions. Yard duty folders will be stocked with basic items, such as gloves, bandaids and wipes for minor injuries. These basic items are also available in each classroom.

All staff will be made aware of children with health alerts. These conditions include epilepsy, diabetes, asthma and life threatening allergies. Staff will be trained in the use of an Epipen which must be administered to specific children in the case of a severe allergic reaction.

It should be realised that, in the case of serious injury or illness, neither the principal nor the person administering first aid is required to diagnose or treat the condition, apart from carrying out the appropriate first aid procedures outlined below. Diagnosis and treatment are the responsibility of the ambulance officer or attending medical practitioner.

STAFFING:

The principal will ensure that sufficient staff with the appropriate levels of first aid training are trained to meet the first aid needs of the school community.

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

FIRST AID KITS:

- Major first aid items are stored in the First Aid room
- Portable first aid kits which may be used for excursions, camps, or yard duty are stored in the First Aid room.The school nurse is 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 the student will 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 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, a note will be sent home with the student receiving first aid treatment, outlining the nature of the injury and treatment given.
- 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 a student has been sent to the First Aid room and treatment has been administered school staff will:
    - reord details in the first aid treatment register
    - record the incident on CASES21, if referred to a medical parctitioner
    - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266 and report to Worksafe.
- All staff are encouraged to update their first aid and C.P.R. qualifications annually and anaphylaxis training triannually.
- 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.
- Parents are required to send written notification, including a doctor's letter or fax and a signed *Medication at School* form if prescribed medication is to be dispensed. Details will be entered in the school's medication folder. Parents are required to supply prescribed medication in a container labelled with the name of the child, the dose and the time to be administered. Parents are responsible for checking expiry dates and replacing medication as required.
- The school has a Sunsmart policy and requires that wide brimmed hats be worn by all children when outdoors from September 1st to May 1st.
- When handling body fluids, gloves must be worn, and an appropriate cleaning agent which should be used. e.g. Domestos or a blood spill kit is available in the first aid room
- Parents of children infected by head lice are requested to produce a written statement informing the school that appropriate treatment has commenced, before the child can return to school
- Parents, in consultation with the child's doctor, are required to complete a Health Management Action Plan. Plans are maintained in the first aid room and are updated annually.
- In an emergency situation involving asthma, staff will follow the guidelines outlined in the

Asthma Australia Policy, 2017.

FURTHER INFORMATION AND RESOURCES:

Related polices are:

- Health Care Needs
- Administration of Medication
- Anaphylaxis Management
- Asthma Management

POLICY REVIEW AND APPROVAL

Policy last reviewed	18/2/2025
Consultation	Consultation with school council
Approved by	James Bell, principal and school council
Next scheduled review date	February 2028