



First Aid

POLICY

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 Ocean Grove Primary School staff might need to administer first aid to students at school or school activities.

To Administer first aid to children when in need and in a competent and timely manner.

A trained first aid staff member will be on duty in the administration office during recess and lunch breaks.

Request parents/guardians to update medical information if required for every child annually. This includes Anaphylaxis/Asthma management plans of high priority.

Staffing

The Principal will ensure that Ocean Grove Primary School has sufficient staff with the appropriate levels of first aid training and up to date CPR to meet the first aid needs of the school community.

Ocean Grove Primary School has several staff members trained in first aid.

First aid kits

Ocean Grove Primary School will maintain:

8 Portable first aid kits are available - 6 in the Sickbay/1 in the STEM Room and 1 in the SLC which may be used for excursions, camps or yard duty.

All staff on duty carry a small portable first aid kit with supplies to attend to minor injuries.

Administration staff 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 and monitored by administration 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.

Send home and exclude all children with any infectious diseases under the conditions set out in the Schedule 7 -

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school>

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.
- Ensure all school camps/excursions have at least one first aid trained staff at all times.
- 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.
- If first aid is administered for a minor injury or condition, Ocean Grove Primary School will notify parents/carers by an SMS or a 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 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 Ocean Grove Primary School will:
 - record the incident on Sentral.
 - record serious injuries to the Department of Education and Training (DET), Incident Notification Form for CASES21 and then forward to WORKSAFE

In accordance with guidance from the DET, 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.

For camps parents/guardians may sign a medical form allowing staff to administer Panadol for any minor illness or injury where deemed necessary by the staff member in charge of first aid.

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2021
Approved by	School Council
Next scheduled review date	November 2024 - recommended minimum review cycle for this policy is 3 to 4 years

Extracted from <https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy>