



Herne Hill Primary School

Policy Title: **FIRST AID POLICY**

Date Approved: June 2023

Review Date: June 2026

Approved by

- School Council
 Principal



Help for non-English speakers

If you need help to understand the information in this policy, please contact
0352784117

Rationale:

All children have the right to feel safe and well and know that they will be attended to with due care when in need of first aid.

Aims:

- A. • To administer first aid to children when in need in a competent and timely manner.
- B. • To communicate children's health problems to parents when considered necessary.
- C. • To provide supplies and facilities to cater for the administering of first aid.
- D. • To maintain a sufficient number of staff members trained with a level 2 first aid certificate.

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:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY:

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

Herne Hill Primary School's trained first aid officers are:

- Karen Kolsch, Astrid Kolsch, Karla Gilbert

FIRST AID KITS

Herne Hill Primary School will maintain:

- A major first aid kit which will be stored in the office.
- 5 portable first aid kit/s which may be used for excursions, camps.
- 7 yard duty bags.
 - Yard duty first aid kits are located in first aid station in front of staffroom
 - All other first aid kits are located at the office

Karen Kolsch & Astrid Kolsch 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 office and monitored by office 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, Herne Hill Primary School will notify parents/carers by sending a note home to parents/carers, 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 Herne Hill Primary School will:
 - record the incident on CASES21, Compass
 - 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 accordance with Department of Education and Training policy, 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

COMMUNICATION

Under the VRQA's Guidelines to the Minimum Standards for School Registration, schools are required to have *evidence* of how they communicate this policy to staff, students, parents, guardians and the school community. One way of producing this evidence is to include this Communication section in the policy. This policy is included in the Parent Handbook in enrolment pack.

FURTHER INFORMATION AND RESOURCES

<http://www.education.vic.gov.au/hr/ohs/hazards/Firstaid.htm>

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