



FIRST AID POLICY

Edgars Creek Primary School 5310

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 Edgars Creek 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 Edgars Creek Primary School has sufficient staff trained in first aid with the appropriate levels of first aid training, when recruited in November 2020, to meet the first aid needs of the school community.

Edgars Creek Primary School trained first aid officers are:

Staff Member	Training Completed	Date Qualified To
Megan Wickham	HITAID003 - First Aid Level 2	24/11/2023
Alison Thomson	HITAID003 - First Aid Level 2	25/01/2024
Grace Fitzgerald	HITAID003 - First Aid Level 2	15/08/2022
Michaela Lister	HITAID003 - First Aid Level 2	16/12/2023
Nicole Baker	HITAID003 - First Aid Level 2	25/01/2024
Carly-Marie Clark	HITAID003 - First Aid Level 2	25/01/2024
Sara Johns	HITAID003 - First Aid Level 2	25/01/2024
Jemma Ebsary	HITAID003 - First Aid Level 2	25/01/2024

Sola Trott	HITAID003 - First Aid Level 2	21/11/2022
Richelle Strachan	HITAID003 - First Aid Level 2	10/11/2023
Isabella Grech	HITAID003 - First Aid Level 2	22/08/2023
Monique Barrera	HITAID003 - First Aid Level 2	28/10/2023
Bianca Cerra	HITAID003 - First Aid Level 2	31/05/2023
Matthew Dunstone	HITAID003 - First Aid Level 2	26/06/2022

First aid kits

Edgars Creek Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- Two portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - In the First Aid Room.
 - Learning communities 1 & 3
 - In the school gymnasium.

The First Aid Officer will be responsible for maintaining all first aid kits. The Business Manager will be appointed as the school's fully trained First Aid Officer.

Management of an unwell student or staff member

Students who are unwell should not attend school.

If a student becomes unwell during the school day, they 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.

It is important that any staff member or student who becomes unwell while at school with flu-like symptoms gets tested and returns home. While it is unlikely that a staff member or student who is unwell with flu-like symptoms will have coronavirus (COVID-19), there are sensible steps schools can take while a student awaits collection by a parent or carer as a precaution.

- Staff and students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, should be isolated in an appropriate space with suitable supervision and students should be collected by a parent or carer as soon as possible. Urgent medical attention should be sought where indicated. It is not suitable for an unwell student to travel home unsupervised.
- Where staff or students are experiencing compatible symptoms with coronavirus (COVID-19), the important actions to follow include hand hygiene, physical distance and putting on a surgical face mask (both staff and student where appropriate). See the Department's guidance for the use of Personal Protective Equipment in education.

- In the context of schools supporting students with complex health needs, if the care of an unwell child or young person is to be prolonged (for example, because it will take some hours for a parent to collect a child) and maintaining distance is not practical when providing supervision or direct care, the staff member should wear surgical face mask, gloves, gown and eye protection. See the Department’s guidance for the use of Personal Protective Equipment in education.
- Follow cleaning guidance according to the situation of the case. If a student spreads droplets (for example by sneezing, coughing, or vomiting), clean surfaces immediately with disinfectant wipes while wearing gloves.

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, Edgars Creek Primary School will notify parents/carers by either sending a note home to parents/carers, an email, 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 Edgars Creek Primary School will:
 - record the incident on CASES21
 - 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.

Pandemic

During a pandemic, such as the 2020 COVID-19 pandemic, government schools are required to comply with the Department’s Operations Guides applicable to that specific pandemic.

The Department updates the Operations Guides as required during a pandemic based on advice from the Department of Health and Human Services (DHHS). These Operations Guides cover procedures for the management of an unwell student or staff member.

The current COVID-19 Operations Guide includes a COVID Safe Plan for Schools that ensures schools remain safe environments. The current Operations Guide is [available on the Department's intranet](#).

Provision of routine care and first aid during pandemic

Physical distancing is not practical when providing direct care. In this situation standard precautions, including hand hygiene, are important for infection control. Standard precautions as per the Department's [Infectious Diseases policy](#) and related policies should be adopted when providing first aid. For example, use gloves and an apron when dealing with blood or body fluids/substances.

Student accident insurance and ambulance cover arrangements

The Department of Education and Training does not provide personal accident insurance or ambulance cover for students. Consequently, parents/carers of students, who do not have their own private student accident insurance and/or ambulance cover, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance or transport.

FURTHER INFORMATION AND RESOURCES

- *Edgars Creek Primary School Health Care Needs Policy.*
- *Edgars Creek Primary School First Aid Policy.*
- *Edgars Creek Primary School Student Wellbeing and Engagement Policy*
- *Edgars Creek Primary School Administration of Medication Policy*

REVIEW CYCLE

This policy will be noted by School Council in March,2021 and is scheduled for review in August, 2024.