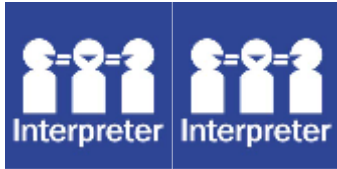




FIRST AID POLICY

Edgars Creek Primary School 5310



Help for non-English speakers

If you need help to understand the information in this policy, please contact Edgars Creek Primary School on 03 9407 7100 or edgars.creek.ps@education.vic.gov.au

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*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

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, to meet the first aid needs of the school community.

Our school's trained first aiders are listed in our Emergency Management (EMP) and Critical Incidents Plan and Training Register. These include the expiry dates.

This list is reviewed annually as part of the Emergency Management and Critical Incidents Plan process.

First aid kits

Edgars Creek Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- Four 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.
- Six portable first aid kits in bum bags for yard duty. The yard duty first aid kits will be stored on hooks outside the First Aid room.

The First Aid Officer will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [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 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 Room

Our school follows the Department's policy and guidance in relation to our First Aid Room to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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 a Compass chronicle, 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 is administered to a student resulting from a student incident,

injury or illness, Edgars Creek Primary School will:

- record the provision of first aid treatment on 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 126126 where required to under that policy and/or eduSafe Plus.

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](#)

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.

COMMUNICATION

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

- available publicly on our school's website.
- available via Compass and communicated at least once annually.
- included in staff induction processes and staff training
- included in staff information handbook
- discussed at annual staff meetings
- included as a link in transition and enrolment packs
- reminders in our school newsletter
- hard copy available from school administration upon request.

FURTHER INFORMATION AND RESOURCES

The Department of Education's Policy and Advisory Library (PAL):

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

Edgars Creek Primary School policies and documents:

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

- *Edgars Creek Primary School Duty of Care Policy*
- *Edgars Creek Primary School Anaphylaxis Policy*
- *Edgars Creek Primary School Asthma Policy*
- *Edgars Creek Primary School Emergency Management and Critical Incidents Plan*

POLICY REVIEW AND APPROVAL

Policy last reviewed:	March 2023
Approved by:	Ann Turner-Calleri - Principal
Next scheduled review date:	March 2026