

# Dorset Primary School No.5132

## 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 Dorset Primary School's:

- *Anaphylaxis Policy*
- *Asthma Policy*

### **POLICY**

In some circumstances Dorset PS may 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 Dorset PS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. All Dorset staff members are trained in the provision of first aid annually.

### **First aid kits**

Dorset will maintain:

- A major first aid kit which will be stored in the front office.
- 6 portable first aid kits which may be used for excursions or camps. The portable first aid kits will be stored in the front office. The Office Manager will be responsible for maintaining all first aid kits.
- Personal kits of assorted minor first aid items for all staff members on yard duty.

### **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 staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to advise them to collect the student.

### **First aid management**

If there is an incident which occurs under Dorset PS's care which requires first aid to be administered to a student:

- First Aid-trained staff 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 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 any head injury, Dorset will document and notify parents/carers by phone.
- 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 Dorset PS will:
  - Record the incident on CASES21
  - If first aid was administered in a medical emergency, report the incident to DET'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 treatments. This is because they can mask signs of serious illness or injury.

### **FURTHER INFORMATION AND RESOURCES**

Dorset Primary School: Anaphylaxis Policy [2018]

Dorset Primary School: Asthma Policy [2019]

### **REVIEW CYCLE**

This policy was last updated on April 2019 and is scheduled for review in April 2020.