

Cranbourne West Primary School

FIRST AID POLICY

[Including arrangements for ill students]



Help for non-English speakers

If you need help to understand the information in this policy please contact Cranbourne West Primary School Administration on 59962878

Rationale

First Aid is defined as emergency treatment and life support provided to employees, students and visitors who suffer injury or illness while at work/school, using the facilities or materials available at the time.

Purpose

To ensure the school community understands our school’s approach to first aid for students. The First Aid program enables the students, staff and parents to have a system that enables correct procedures and protocols to be implemented with regard to the welfare of all Cranbourne West Primary School students.

Scope

First aid for anaphylaxis and asthma is provided for in the school’s

- Anaphylaxis Policy, and
- 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 Cranbourne West 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 Cranbourne West Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Cranbourne West Primary School’s First Aid Officers [Trained to Level 2 – HLTAID 011] are:

Helen Neilsen	First Aid Officer	First Adi Room	Ext: 211
Fred Toan	Maintenance	Various	0488775543
Alycia Myers	Teacher	PE	Ext 243
Chris McGowan	Teacher	Classroom	Ext 220
Lauren Kirk	Teacher	Classroom	Ext: 219
Suzanne Tomlin	Teacher	Classroom	Ext 247
Verity Nevin	Teacher	Classroom/Tutor	
Michelle Hebdige	Teacher	Classroom	Ext: 214
Xavier Antoine	Teacher	Classroom/Tutor	
Debbie Dodd	Leading Teacher	Parent Liaison Officer	0409419306

The First Aid Officer is responsible for maintaining an up to date record [including copies of certificates] of staff who have completed first aid/anaphylaxis/CPR training and will advise the Professional Development Coordinator when training is required and the number of staff attending annually. The First Aid Officer will also ensure the school's OH and S officer and the Infrastructure Manager have an up to date list of trained staff.

Our school's trained first aid officers are also listed in our Emergency Management Plan [EMP]. Our EMP includes the expiry dates of the training. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Helen Neilson, the school's 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](#).

Cranbourne West Primary School will maintain:

No.	Type of Kit	Location	Use
1	Major First Aid Kit	Trolley in clean room [First Aid room]	All general first aid as reported
5	Large portable first aid kits	One readily accessible for yard incidents Lowest shelf of shelving unit	Yard incidents Excursions/Camps
6	Small portable First Aid Kits	Lowest shelf of shelving unit	Camps/Excursions
1	Allergy Management Box	Readily accessible [on top of fridge]	Emergency Use
4	Small Bum Bags	Basic first aid –for use by yard duty supervisors Kept in buckets in staffroom	Yard duty
30	Small basic first aid boxes	Each classroom and Specialist Area	First aid use – minor incident

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 Sick Bay [adjacent to the School Administration Area] 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, Cranbourne West Primary School will notify parents/carers usually by a note or letter to the parent/guardian, sometimes by phone call or text depending on the nature of the injury [and the student]
- 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, Cranbourne West primary School will:
 - record the provision of first aid treatment on eduSafe Plus.
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.

- 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](#)

Further Information and Resources

COMMUNICATION

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

- Available publicly on our school's website and the Sentral Parent's Portal
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff meetings as required
- Included in enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

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

EVALUATION

This policy will be reviewed and updated on a two year cyclic basis [or more frequently if required on a needs basis].

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	June 2024