

FIRST AID POLICY

PURPOSE

To ensure the staff and school community understand the approach Kew Primary School takes to First Aid for students.

SCOPE

The Principal and all staff members have an obligation to be familiar with the school's first aid procedures and observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

First aid for anaphylaxis and asthma are provided for in the school's:

- Anaphylaxis Management Policy
- Asthma Management 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.

DEFINITION

"First Aid is action taken to prevent loss of life and prevent further injury." (DE)

All children shall be attended to with care when in need of first aid.

POLICY

Kew Primary School staff may need to administer first aid to students at school or while on school activities. The wellbeing of children is this school's highest priority.

The school will also support visitors in the school who are in need of first aid.

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 Kew Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Kew Primary School's trained first aid officers are:

- Kim Del Tito
- Olivia Kurczycki

This information can also be found in our school Emergency Management Plan which is updated annually.

First Aid Kits

The school will maintain:

- A major First Aid kit which will be stored in the First Aid Room.
- Three 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.
- First Aid Kits are also kept in the Gymnasium and Canteen.
- The First Aid officer will be responsible for maintaining all First Aid kits.
- All staff on yard duty carry a bum bag stocked with appropriate First Aid needs and tags to identify high risk students (due to medical needs e.g. Anaphylaxis).

Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell or injured 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/sick bay area

Our school follows the Department's policy and guidance in relation to our First Aid room/sick bay area 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.
- All head injuries, including minor bumps are taken very seriously. Students will be observed for concussion and in all cases, parents/carers will be contacted directly.
- If First Aid is administered for a minor injury or condition, the school will notify parents/carers by sending a note home.

- 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 serious First Aid treatment has been administered to a student the school will:
 - record the incident on Edusafe Plus
 - all First Aid visits are recorded in the First Aid register
 - 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’s policy 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. For further information refer to the Department’s Policy and Advisory Library: [Medication](#)

FURTHER INFORMATION AND RESOURCES

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 (to be read on COMPASS):

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2023
Approved by	Principal
Next scheduled review date	July 2026-27