



Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office on 9598 1704

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 Sandringham East 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 Sandringham East Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

A register of staff trained in first aid is listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. This list is reviewed annually as part of the annual review of our Emergency Management Plan. All staff at Sandringham East Primary School are required to complete Level 2 First Aid Training, CPR and the use of EPI Pens.

First aid kits

Sandringham East Primary School will maintain:

- A major first aid kit (including a Defibrillator) which will be stored in the School Office.
- Maintains 10 portable first aid kits and 3 yard duty first aid kits. The portable first aid kits will be stored:
 - In the resource room adjacent to the First Aid Office.

- Yard duty teachers will carry a bag with basic first aid supplies for treating minor injuries whilst in the playground. Yard Duty First Aid bags will also contain an EPI Pen in the event of Anaphylaxis. The portable yard duty first aid kits will be stored:
 - In the Junior Learning Centre

Children with specific and urgent medical issues will have their photo and action plans displayed outside the First Aid room, in the school office, in class rooms and in yard duty bags.

No parent or child is to remove or use First Aid equipment unless supervised by a staff member.

A nominated staff member will act as the First Aid Administrator and 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.

First Aid Room

A First Aid Room will be available for use at all times, equipped with a comprehensive supply of basic First Aid materials. Children in the First Aid Room will be supervised by a staff member at all times.

- At recess and lunchtime, Yard Duty teachers may treat minor injuries whilst in the playground. More serious matters will be directed to the First Aid Officers on duty in First Aid Room.
- If a student becomes unwell during the school day they may be referred to the Principal/AP and ES staff at the Office for First Aid.

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](#).

School camp

First Aid kits will be taken on all camps and excursions along with children's permission forms with relevant medical information. Copies of signed forms giving consent for medical treatment will be taken on all camps and excursions with the statement below:

(In the event of illness or injury to my child, I authorise the teacher in charge of the excursion, where it is impracticable to communicate with me, to consent to emergency medical arrangements / treatments on my behalf, as are deemed necessary by a qualified medical practitioner. Such consent includes anaesthetics, blood transfusions and operations. I agree to pay all medical, hospital, ambulance and other expenses incurred on behalf of my child.

Medical information concerning my child the teacher should know:)

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.
- Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Sandringham East Primary School will:
 - record the provision of first aid treatment in an up-to-date confidential register located in the First Aid Room.
 - report incidents via a Department of Education Accident/Injury form, and enter incidents onto CASES21 (including students who are treated after being collected from school by their parent(s)/guardian(s)) when:
 - a student is administered treatment by a doctor/hospital or ambulance officer as a result of an injury
 - a student has an injury to the head, face, neck or back
 - where the treating first aid teacher considers the injury to be greater than “minor”.
 - 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.

Sandringham East Primary School has a policy for the Administration of Medication. 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](#)

Ice packs (or refrigerated gel packs) will be stored in the freezer compartment of the staffroom fridge. These packs are commonly used in first aid to reduce swelling, to decrease blood loss and to reduce pain. Ice packs will never be applied directly to skin. For further information refer to the Department’s Policy and Advisory Library: [First Aid for Students and Staff](#)

Parent Communication

At the commencement of each year requests for updated medical information will be sent home, including requests for asthma management plans, high priority medical information and reminders to parents/guardians of policies and practices used by the school to manage First Aid, illnesses and medication throughout the year.

Parents/guardians are to advise the school of any change of address, telephone numbers and emergency contacts, doctor or place of work, or any changes to medical information.

Depending on the nature of a student’s symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

- If first aid is administered for a knock to the head, Sandringham East Primary School will attempt to notify parents/carers by phone. If parents/carers cannot be reached by phone, a note can be sent by phone, email, or student diary.
- 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.

COMMUNICATION

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

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

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:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	14 th June 2022
Approved by	Principal
Next scheduled review date	Review cycle of 3 years (2025)