



FIRST AID POLICY

Brunswick South Primary School

| Policy Implementation Date | Review Date | Responsible for Review |
|-----------------------------------|--------------------|-------------------------------|
| May 2018 | May 2021 | Policy Subcommittee |

Purpose

To guide the provision of first aid to students suffering injury or illness. It also ensures that the Brunswick South Primary School (BSPS) community understands our school's approach to first aid for students while at school or school activities, including camps and excursions.

First Aid is the immediate, initial attention to someone who is suffering an injury or illness. It can range from students feeling unwell, treatment for bits and stings through to more serious conditions. First aid is the immediate and initial attention to that student, until further medical attention (if required).

Scope

This policy relates to the provision of first aid to students at BSPS. It does not apply to:

- the provision of treatment for anaphylaxis (provided for in our school's Anaphylaxis Policy)
- the provision of treatment for diagnosed asthma (provided for in our school's Asthma Policy)
- the support in administering prescribed medication (provided for in our school's Application of Medication policy)
- specialised procedures which may be required for complex medical care needs.

This policy does not relate to the operations of the Outside School Hours Care program.

Policy

From time to time BSPS staff might need to administer first aid to students at school or school activities. Parents and carers should be aware that the goal of first aid is not to diagnose or treat a condition but to assist the student until the appropriate medical attention is provided.

Staffing

The principal will ensure that BSPS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. A list of the school's trained first aid officers will be displayed at the Front Office, in the Sick Bay and the Staffroom and contain the relevant training dates.

First aid kits

BSPS will maintain:

- A major first aid kit which will be stored in the Sick Bay
- Two portable first aid kits which may be used for excursions, camps, or yard duty. The portable kits will be stored in the Sick Bay.

Front office staff will be responsible for maintaining all 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 sick bay by their teacher 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 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, seven days a week.
- If first aid is administered for a minor injury or condition, BPS will notify parents and carers by sending a note home. If students have a knock to the head or face, parents will be notified 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 and 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 and 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 BPS will:
 - record the incident on CASES21 (the Department of Education's student administration system)
 - if first aid was administered in a medical emergency, report the incident to the Department'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 treatment. This is because they can mask signs of serious illness or injury.

Further information and resources

- School Policy Advisory Guide – First Aid
 - <http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>
- Medication Authority Form – available from BPS Front Office
- Medication Administration Log – available from BPS Front Office

Related School Policies

- Administration of Medication policy
- Anaphylaxis policy
- Asthma policy
- Camping policy
- Excursion policy
- Health Care Needs policy