

Exford Primary School

FIRST AID POLICY 2020



Prepared by: Craig Wilson

Approved by Council: 18 November 2020

Reviewed: November 2024

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

POLICY

From time to time Exford 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 Exford Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Exford Primary School's trained first aid officers are:

Name	Date qualified	Qualification
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Lisa Humplik	22/02/2021 (3 years)	HLTAID0003 - Provide first aid
	23/03/2022 (12 months)	HLTAID009 - Provide CPR
	22/02/2021	22300VIC - Course in First Aid Management of Anaphylaxis
	22/02/2021	22303VIC - Verifying the Correct Use of Adrenaline Autoinjector Devices
Megan Harper	23/03/2022 (3 years)	HLTAID011 - Provide first aid
	23/03/2022 (12 months)	HLTAID009 - Provide CPR
Kerrie Kelly	23/03/2022 (3 years)	HLTAID011 - Provide first aid
	23/03/2022 (12 months)	HLTAID009 - Provide CPR
Kathryn Killeen	23/03/2022 (12 months)	HLTAID009 - Provide CPR
	23/03/2024 (3 years)	HLTAID002 - Provide basic emergency life support
	23/03/2024 (3 years)	HLTAID0003 - Provide first aid
Craig Wilson	23/03/2022 (3 years)	HLTAID011 - Provide first aid
	23/03/2022 (12 months)	HLTAID009 - Provide CPR
Michelle Cassar	23/03/2022 (3 years)	HLTAID011 - Provide first aid
	23/03/2022 (12 months)	HLTAID009 - Provide CPR
Ross Gundry	23/03/2022 (3 years)	HLTAID011 - Provide first aid
	23/03/2022 (12 months)	HLTAID009 - Provide CPR
Lisa Campo	23/03/2022 (3 years)	HLTAID011 - Provide first aid
	23/03/2022 (12 months)	HLTAID009 - Provide CPR
Jordan Patty	23/03/2022 (3 years)	HLTAID011 - Provide first aid
	23/03/2022 (12 months)	HLTAID009 - Provide CPR
Kim Scalzo	23/03/2022 (3 years)	HLTAID011 - Provide first aid

	23/03/2022 (12 months)	HLTAID009 - Provide CPR
Rheanna Gallo	23/03/2022 (3 years)	HLTAID011 - Provide first aid
	23/03/2022 (12 months)	HLTAID009 - Provide CPR
Susan Villari	23/03/2022 (3 years)	HLTAID011 - Provide first aid
	23/03/2022 (12 months)	HLTAID009 - Provide CPR

First aid kits

Exford Primary School will maintain:

- A major first aid kit which will be stored First Aid Room.
- Eight portable first aid kits which may be used for excursions, camps, or yard duty.
- The portable first aid kits will be stored in storage cupboards in First Aid Room
- Kerrie Kelly 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/ front office 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. Staff will undertake necessary training updates at expiration of previous training.
- 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, Exford Primary School will notify parents/carers by sending a first aid notification note home to parents/carers or if required parents/carers will be contacted by a phone call.

- 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.
- Updating of student emergency information will be undertaken at least annually on CASES 21. Summaries pertaining to 'Students at Risk' will be made available to all staff. Staff will be informed of the confidentiality of this report.
- Students with acute medical conditions (eg Diabetes/Anaphylaxis etc) will have their photo and an information sheet on their condition displayed in the First Aid Room and Staffroom. Parent consent will be obtained.
- Whenever first aid treatment has been administered to a student Exford Primary School will:
 - record the incident on CASES21 or reporting systems as implemented by DE
 - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.

SPECIFIC GUIDELINES RELATED TO EXFORD PRIMARY SCHOOL

- The student requiring assistance reports to teacher on Yard Duty or staff member in charge.
- All staff are expected to provide assistance within their limitations.
- One member of staff will be nominated to co-ordinate the purchase of first aid materials. It is desirable that the school has at least four staff who have current Level 2 First Aid qualifications.
- Information regarding Asthma sufferers and instructions regarding their medication / treatment will be available to all staff in the First Aid Room and on the CASES21 database.
- Students with acute medical conditions (e.g. Diabetes/Anaphylaxis etc.) will have their photo and an information sheet on their condition displayed in both the Staffroom and First Aid Room.
- The door to the First Aid Room will remain open to allow for adequate supervision and the First Aid light will be switched on when the room is occupied by a sick or injured person.
- Staff are advised to exercise extreme caution when administering First Aid - potentially compromising situations should be avoided.
- Where there is a possibility of contact with blood, gloves must be worn by all who administer First Aid. Personal Protection Equipment (PPE) will be provided by the school.
- An Injury Report Form (LE375) must be completed by a teacher on duty for all major injuries sustained at school. All recorded injury report data will be entered on CASES or other nominated reporting systems as per DET regulations.
- Parents should be briefed regarding their children's illnesses and any injury for which a LE375 form has been completed, as a minimum. NB. Head, spinal and genital injuries.
- Appropriate liner bags will be available in the Sick Bay for disposal of materials containing blood / body fluids. The Sick Bay will also house an appropriate container for

disposal of discarded needles / syringes. The school administration will arrange for the pick up these discarded materials by the relevant authorities.

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

- [Exford Primary School's Student Wellbeing Policies \(includes Anaphylaxis, First Aid, Duty of Care, and Medication Policies\)](#)

REVIEW CYCLE

This policy was last updated on July 2020 and is scheduled for review in July 2024.