



Glendal Primary School First Aid Policy

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 or school. This policy will ensure that our school community understands our school's approach to first aid for students. First aid for anaphylaxis and asthma are provided for in separate school policies.

- Glendal Primary School and the Department of Education (DET) approach towards health and safety is primarily one of prevention.
- Adequate training and resources are to be provided to effectively deliver first aid in the event of sudden illness or injury to students or employees.
- Effective first aid should be available to all students or employees who need it.
- First aid is to be a part of a comprehensive health education program for students as outlined in the Victorian Curriculum.

Guidelines

The first aid program is designed to:

- ensure that the school has the necessary resources and training to provide effective initial treatment in the event of sudden illness or injury to students or staff. Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.
- encourage preventative measures which include the development of procedures to minimise emergency situations and to promote safety awareness
- provide all staff with an awareness of safety issues and first aid skills within the context of a comprehensive health education.

Implementation

- One staff member, or appointed nurse or first aid officer should be in charge of the organisation of all first aid and the maintenance and care of the first aid supplies and kits. This person will have first aid qualifications. Glendal Primary School will maintain a major first aid kit, which will be stored in the Health Centre. There are six portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will also be stored in the Health Centre.
- The school's trained first aid officers are listed in the Emergency Management Plan (EMP). The EMP includes the expiry dates of the training. This list is reviewed annually.
- Staff should be given the opportunity to acquire and/or maintain currently recognised first aid qualifications.
- All teachers with first aid qualifications should be identified and available for consultation on specific cases.
- The person on yard duty should treat minor injuries. For serious injuries, first aid is to be brought to the child and a senior member of staff and the school nurse/first aid officer is to be called to assist.
- 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 the absence of our school nurse, staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency.
- 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.
- 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.
- In extremely urgent cases, an ambulance will be called. If a child or adult cannot make their own unassisted way to the school office an ambulance should be called.
- In cases where an ambulance is called the parents or guardians, or if they are uncontactable then a listed contact person, should be notified immediately.
- Students who are unwell should not attend school. If a student becomes unwell during the school day they may be directed to the health centre 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. No child should be

kept in the Health Centre for longer than necessary. Office personnel should be made aware of the placement of any children in the Health Centre.

- 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.
- It is vital that class teachers of any children admitted to the Health Centre are informed and any action taken discussed with the teacher as appropriate.
- If a child is badly injured, or too ill to resume normal class activities, the parent/s or nominated guardian should be asked to collect the child from school. Seriously injured children should be supervised at all times. If unable to contact parents/guardians, medical aid should be sought.
- Parents should be informed of any injuries by phone or letter/note.
- All head injuries, including teeth, should be reported to first aid persons, and parents should be contacted.
- Whenever first aid treatment has been administered to a Glendal Primary School student, this will be recorded in the accident register. All cases of serious injury will be recorded on CASES21. If first aid was administered in a medical emergency, the Department's [Reporting and Managing School Incidents Policy](#) will be followed, including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126.
- Surgical rubber gloves shall be used in attending to any bleeding injuries.
- When requested in writing by parents unable to administer medication, Glendal staff may assist students in the taking of medication. The request must be accompanied by a written instructions.
- The school should maintain current pupil emergency records.
- It is essential that all bedding be laundered on a regular basis.
- Teachers taking children on excursions/camps must also carry a portable first aid kit.

This policy will be communicated to our school community on our school's website and in staff induction processes and staff training.

Evaluation

This policy was reviewed on the 21st of July, 2021 as part of the school's review cycle.