



WANGARATTA WEST PRIMARY SCHOOL No. 4642

FIRST AID Policy

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

Wangaratta West Primary School's trained first aid officers are:

- Kristy Keenan
- Xavier Norden
- Danielle Ashmead
- Tania Pool
- Anna Sharrock
- Julie Saunders

First aid kits

Wangaratta West Primary School will maintain:

- A major first aid kit which will be stored in the administration area/office.
- 3 portable first aid kits which may be used for excursions or camps. The portable first aid kits will be stored in the first aid room/sick bay.
- Bum bags for each teacher to be carried on yard duty. These will be stored in each classroom.

Anna Sharrock 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 school office/sick bay 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, 7 days a week.
- If first aid is administered for a minor injury or condition, Wangaratta West Primary School will notify parents/carers by text message or 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.
- Whenever first aid treatment has been administered to a student Wangaratta West Primary School will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

FURTHER INFORMATION AND RESOURCES

- Occupational Health and Safety Act 2004
- DET Guidelines
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx>
- First Aid and Infection Control Advice including the First Aid Risk Assessment document
<http://www.education.vic.gov.au/school/teachers/management/Pages/firstaidohsms.aspx>
- DET First Aid Kit Contents Checklist
<http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx>

RELATED POLICIES AND DOCUMENTS

- Administration of Medication Policy
- Anaphylaxis Management Policy
- Emergency Management Plan

REVIEW CYCLE

This policy was last updated in November 2020 and is due for review in November 2023.

