



FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal or First Aid Officer.

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 New Gisborne 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 New Gisborne Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. The Principal will ensure that first aid officers have completed a recognised first aid training course that meets the requirements of HLTAID011 – Provide First Aid (Release 1) and HLTAID009 – Provide cardiopulmonary resuscitation (Release 1). Basic First Aid training (HLTAID011) must be completed every 3 years, while a refresher course in CPR (HLTAID009) must be completed annually.

All staff are encouraged to complete a recognised first aid training course as organised by the School. All staff who have completed certified First Aid Training are listed in our OHS Training Register including the dates of all training courses completed. The School's First Aid Summary Sheet includes the details of our current nominated First Aid Officer(s) and will be displayed in the first aid room and on the OHS notice board. Our Emergency Management Plan (EMP) also lists our trained First Aid Officer(s) including the expiry dates of training.

The OHS Training Register, First Aid Summary Sheet and EMP are all reviewed on an annual basis.

A First Aid Risk Assessment will be completed annually by the First Aid Officer as required by the Department.

First aid kits

New Gisborne Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- 6 portable first aid backpack kits which may be used for excursions, camps and offsite events.
- 1 portable first aid tub for use at athletic and cross country events
- 3 small portable first aid kits in bumbags for use by yard duty teachers at recess and lunchtime
- 3 smaller first aid kits located in the Gymnasium, Canteen and teaching Kitchen
- 1 Automated External Defibrillator (AED) including paediatric pads, and resuscitation mask/s
- 1 Blood/Body Fluid Spill kit
- All portable first aid kits including the AED will be stored in the First Aid Room

The First Aid Officer 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.

If a student becomes unwell during the school day they may be directed to the First Aid Room and monitored by staff. All students who attend the First Aid Room due to illness will be recorded in COMPASS and parents notified via COMPASS. 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 Room

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](#).

All authorised student medications and school medications will be stored in the medication cabinet within the First Aid Room.

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, New Gisborne Primary School will notify parents/carers via COMPASS.
- Following a head injury or any knock to the head, 'The Concussion Recognition Tool 5' will be used to assist identification of suspected concussion. If there is concern after a head injury, first aid will be administered and an ambulance called for urgent medical assessment. If concussion is suspected but no 'red flags' observed, parents or emergency contacts will be

contacted and asked to collect the student from school and recommend a medical assessment, even if the symptoms resolve. If concussion is not suspected, parents/carers will be contacted following any head knock and informed of the injury and told that a concussion is not suspected

- 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 is administered to a student resulting from a student incident, injury or illness, New Gisborne Primary School will:
 - record the provision of first aid treatment on COMPASS
 - 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 and WorkSafe where required to under that policy.

In accordance with Department of Education and Training policy, analgesics, including paracetamol and aspirin, will not be stored at school as a general item in our School medications or First Aid Supplies, 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](#). Any students that require regular medication/s, short-term medication/s, or who may require medication for various conditions including anaphylaxis, allergies, asthma, or epilepsy must have a Medication Authority Form completed by parents/carers, and/or a Current Action Plan completed by their medical practitioner. For further information refer to the Department's Medication Policy, and/or the School's Administration of Medication Policy.

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

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 Management](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)
- [Epilepsy and Seizures](#)

The following school policies are also relevant to this First Aid Policy:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Approved by	Principal
Next scheduled review date	May 2027