

Skye Primary School  
395 Ballarto Road,  
Skye 3977

# FIRST AID



# POLICY 2021

	Skye Primary School  <b>First Aid Policy</b>	Date created: 24 <sup>th</sup> November 2021  Due 24 <sup>th</sup> November 2024
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#### Help for non-English speakers

If you need help to understand the information in this policy please contact Skye Primary School administration either via telephone or email. 03 9786 1555 or [skye.ps@education.vic.gov.au](mailto:skye.ps@education.vic.gov.au)

## 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 Skye 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.

## IMPLEMENTATION

Generally at the commencement of each school year, requests for updated first aid information, long term medication requests will be sent home, reminders to parents/guardians/carers of the school policies and practices used by the school to manage first aid, identified health needs and medication administration.

General organisational matters relating to first aid will be communicated to staff at the beginning of each year revisions of recommended procedures for administering asthma medication, adrenalin AUTO-INJECTORS, diabetes management and other identified health needs will be communicated at this time.

Students diagnosed with asthma must have an asthma management plan developed in consultation with their doctor/medical practitioner and kept at the school. These children will have access to salbutamol and a spacer at all times, including camps and excursions. (Refer to asthma management policy for more information).

Students who are diagnosed at risk of anaphylaxis and allergic reactions must have an ASCIA action plan

completed by their doctor/medical practitioner. These students must have access to antihistamine and or an adrenalin AUTO-INJECTOR at all times. Including camps and excursions. (Refer to medication administration and anaphylaxis policies for more information).

No medication (except emergency medications e.g. asthma medication and allergy/anaphylaxis medication, anti-seizure medications, insulin) will be administered to students without the express permission of parents/guardian/carers.

It is recommended that all students have personal accident insurance and ambulance cover, as the School or DET do not provide this cover.

## **Staffing**

The Principal will ensure that Skye Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan

## **First aid kits**

Skye Primary School will maintain:

- A major first aid kit which will be stored in sick bay
- Specific location first aid kits determined by location e.g kitchen garden, prep and BER building
- 30 yard duty bum bag first aid kits
  - Each kit is allocated to a classroom teacher
- 1 emergency evacuation first aid kit
  - This is stored in the administration office
- 6 portable first aid kits which may be used for excursions and camps
- The portable first aid kits are stored:
  - sick bay.

Belinda the school nurse will be responsible for maintaining the 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 sick bay and monitored by the nominated first aid officer/school nurse. 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, Skye Primary School will notify parents/carers by sending a note home
- 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 Skye Primary School will:
  - record the incident on Sentral
  - if first aid was administered in a medical emergency, 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.

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.

## 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
- included in staff handbook/manual
- discussed at staff briefings/meetings as required
- discussed at parent information nights/sessions
- reminders in our school newsletter
- hard copy available from school administration upon request.

## FURTHER INFORMATION AND RESOURCES

Health Care Needs Policy  
Administration of Medication Policy  
Anaphylaxis Policy  
Asthma Policy  
Diabetes Policy  
Epilepsy Policy  
Student Wellbeing and Engagement Policy  
Infectious Disease Policy

## POLICY REVIEW AND APPROVAL

Policy last reviewed	24th November 2021
Approved by	Jane Briffa - Principal
Next scheduled review date	24th November 2025