

## **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 Lucas 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 Lucas Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

There will be at least one staff member trained in first aid per year level grouping.

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

This list is reviewed as part of the annual review of the Emergency Management Plan.

## **First aid kits**

Lucas Primary School will maintain:

- First aid supplies which will be stored in the first aid room. Basic first aid supplies will be available in classrooms and specialist areas.
- Two portable first aid kits for camps and excursions is stored in the first aid room.

A first aid trained staff member 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. 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.](#)

### 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 in the first aid room, the school will notify parents/carers via the Compass App. A phone call will also be provided if necessary.
- 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, the school will:
  - record the incident on Compass (as per DET guidelines)
  - if first aid was administered in a medical emergency, the incident will be reported to the Department's Incident Support 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 treatment. 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](#)

### 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
- Discussed at staff meetings as required

### FURTHER INFORMATION AND RESOURCES

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](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

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

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

**REVIEW CYCLE**

<b>Policy last reviewed:</b>	May, 2023
<b>Approved by:</b>	School Council
<b>Next scheduled review date</b>	May, 2026