



CLYDE PRIMARY SCHOOL

FIRST AID POLICY



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact Clyde Primary School on 5998 5293.

PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

First aid training for anaphylaxis asthma and diabetes is provided for in our schools:

- Anaphylaxis Policy
- Asthma Policy

POLICY

From time to time Clyde 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 Clyde Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. The school's register of staff trained in first aid is located in the school's Emergency Management Plan (EMP). This will be reviewed annually as part of the EMP update.

First aid kits

Clyde Primary School will maintain:

- A major first aid kit which will be stored in the Sickbay.
- Clyde Primary School have 8 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - In the sickbay

Ms Leanne Waters 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 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 during 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, Clyde Primary School will notify parents/carers by note, phone call or message via Sentral.
- 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 Clyde 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.

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 standard first aid treatments. This is because they can mask signs of serious illness or injury.

COMMUNICATION PLAN

This policy will be available on Clyde Primary School’s website so that parents and other members of the school community can easily access information about Clyde Primary School’s first aid procedures. It is communicated to staff through our school briefing. Level 2 first aid trained staff are located in the first aid room for all staff.

FURTHER INFORMATION AND RESOURCES

Related Policies:

- Health Care Needs
- Medication Policy
- Anaphylaxis Policy
- Asthma Policy

POLICY REVIEW AND ENDORSEMENT

Policy last reviewed	28 th July, 2020
Endorsed by	Michelle Mackenlay, Principal
Next scheduled review date	July, 2023