



# First Aid Policy

## PURPOSE

This policy outlines our commitment to student health and wellbeing, it does not include First Aid instructions or procedures. The provision of First Aid to injured or sick children will be undertaken by staff in attendance and supported by school nurses and staff trained in First Aid. It is recognised that First Aid should;

- preserve life
- protect the unconscious
- promote recovery
- prevent injury or illness from becoming worse
- First aid incorporates basic life support and comprises emergency procedures aimed at recognising and maintaining open airways, and restoring breathing and/or circulation.

## SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)

## POLICY

From time to time Laurimar 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.

Laurimar Primary School provides equipment, First Aid supplies and trained staff (including a qualified enrolled or registered nurse) to administer First Aid within the limits of staff skill, expertise and training. School responsibilities include, but are not limited to:

The school nurse continually updates all medical records of students with existing medical conditions (ie. asthma, epilepsy, diabetes). Forms will be sent home to families at the beginning of each year and meetings scheduled where necessary

- Provision and maintenance of First Aid facilities, equipment and information in accordance with DET First Aid Guidelines. The First Aid Room provisions include 2 generic Adrenaline Auto Injection Devices, Ventolin and a generic Blood Glucose Monitor
- Unwell students will be observed in the First Aid Room for a short time. Should their condition persist parents will be contacted to make arrangements for their child to be collected from school

- If an accident does occur in the playground, the student will be issued with a First Aid Card and sent inside to the school nurse or the teacher on First Aid Duty. The injury will be treated and appropriate action will follow. If the injury is deemed of serious nature the parent(s)/ carer will be contacted
  - For other illnesses/injuries that have been treated at the office or treated on scene the student will be given an Illness/Injury Parent Notification report to take home to a parent
  - All incidents deemed significant by the school nurse and or Principal Class will be communicated via a phone call to parents and carers. Where necessary, classroom teachers will be notified as well.
  - First Aid kits will be provided (for use on camps and excursions. A staff member trained in Level 2 First Aid will be in attendance at all camps and excursions
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- An updated list of students with allergies and/or severe medical conditions will be provided to teachers. Class teachers are to ensure that this information is clearly visible in their class roll and is easily found by other teachers eg. casual replacement teachers. Office staff communicate high medical needs of students to all CRTs.
  - All classrooms have a green Medical Folder which is located at the door of the classroom where the OHS information is.
  - In all cases where a child receives a head injury / knock to the head parents will be notified via telephone
  - The school will implement the use of standard precautions to prevent transmission of infection due to exposure to blood, body fluids and the environment (eg. Hand sanitiser)
  - In the case of an extreme emergency which is deemed life threatening an ambulance will be contacted prior to informing parents
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- An accident report form (for CASES) will be completed in all cases deemed to be serious
  - If First Aid was administered in a medical emergency, staff members involved / Principal report the incident to the Department's Security Services Unit on (03) 9859 6266
  - It is essential that parents/carers notify the school in writing of any medical conditions pertaining to their child at the time of enrolment or when the condition is diagnosed.
  - It is the parent/carers responsibility to ensure that the school office has current emergency contact names and numbers

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.

## **FURTHER INFORMATION AND RESOURCES**

This policy is in support of the school's [ADMINISTRATION OF MEDICATION](#), [ANAPHYLAXIS](#) and [ASTHMA](#) policies.

## REVIEW CYCLE

This policy was last updated in November 2020 and is scheduled for review in November 2024. This policy will be reviewed as part of the school's four year review cycle.