



Purpose:

All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid. To ensure the school community understands our school's approach to first aid for students.

Guidelines:

- First aid will be administered when in need in a competent and timely manner.
- Children's health problems will be communicated to parents when considered necessary.
- First Aid supplies and facilities will be supplied in accordance with Departmental Guidelines and Policies to cater for the administering of first aid
- A sufficient number of staff members trained with a Level 2 First Aid Certificate will be maintained at the school at all times
- First aid for anaphylaxis and asthma are provided for in our school's:
 - Anaphylaxis Policy
 - Asthma Policy

Implementation:

- From time to time Killara 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.

Staff Training

- All staff will be provided with the opportunity to maintain a current Level 2 First Aid certification and CPR update as part of the school's professional development program
- An up to date register of all staff trained in Level 2 First Aid will be maintained and displayed in accordance with DET OH & S guidelines, including the Sick Bay located in Building A
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- 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 will also be given at that time.

First Aid Kits

- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- Each classroom will be supplied with a basic first aid kit that contains items such as bandaids, swabs, dressings and bandages
- Yard Duty bags for each yard duty area will contain basic first aid items such as bandaids, tissues, gloves and an epipen marked "general use"
- First aid kits will also be available for use on school excursions
- A member of the office staff will be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice paks and the general upkeep of the first aid room.

First Aid Room/Sick Bay

- Supervision of the first aid room will form part of the daily timetable for ES staff. Any children in the first aid room will be supervised by a staff member at all times.



- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident.
- All injuries or illnesses that occur during recess or lunch breaks, will be referred to the staff member on duty in the first aid room.

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

- At the commencement of each year, requests for updated first aid information will be sent home including requests for any anaphylaxis and asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- Minor injuries only will be treated by staff members on duty, while more serious injuries- including those requiring parents to be notified or suspected treatment by a doctor - require a Level 2 First Aid trained staff member to provide first aid.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- 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 more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
 - 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 Killara Primary School will:
 - record the incident in Compass
 - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 1800 126 126
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has



an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than “minor” will be reported on either Edusafe or CASES21 and a Worksafe Notification made.

- The school will not store or administer analgesics such as aspirin and paracetamol, as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- An up-to-date log entered into Compass via a laptop that is located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- Any children with injuries involving blood must have the wound covered at all times.

Camps/ Excursions

- All school camps and excursions will have at least 1 Level 2 First Aid trained staff member at all times.
- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms will be taken on camps and excursions, as well as kept at school.

Evaluation:

This policy will be reviewed with staff, student, parent and community input as part of the school’s three year review cycle.