



# FIRST AID POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact our office staff at Bourchier Street Primary School (Ph:58213488) who will arrange for a translator to communicate with you.

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

Bourchier Street Primary School's trained first aid officers are listed in Appendix 1.

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

## First aid kits

Bourchier Street Primary School will maintain:

- A major first aid kit which will be stored in Sick Bay.
- Two portable first aid kits which may be used for excursions or camps which will be stored in Sick Bay
- Three backpack first aid kits for yard duty which will be stored in Sick Bay
- Five minor first aid kits which will be stored in the:
  - Resource Room (Block A)
  - Library Office (Block B)
  - IT Office (BER Building)
  - Kitchen (Portables)
  - Canteen

The First Aid Officer 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 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 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 (other than a head/face injury), Bouchier Street Primary School will notify parents/carers by a phone call, note or email.
- If first aid is administered for a head/face injury parents/carers will be contacted by phone and a note will be provided.
- 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 Bouchier Street Primary School will:
  - record the incident on Compass
  - 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 and record the incident on CASES21.

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
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following school policies:

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

## 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
- Discussed at staff meetings as required
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	25 <sup>th</sup> August 2021
Approved by	Principal
Next scheduled review date	February 2024

## APPENDIX 1

# First Aid Trained Staff

Staff Member	Training Completed	Date Qualified To
Annie Carter	First Aid Level 2 & CPR	15/03/2025
Cathy Moyle	First Aid Level 2 & CPR	15/03/2025
Carly McMullan	First Aid Level 2 & CPR	15/03/2025
Chelsea Watters	First Aid Level 2 & CPR	15/03/2025
Denise Whyte	First Aid Level 2 & CPR	16/05/2022
Lorelle Kellock	First Aid Level 2 & CPR	16/05/2022
Sharon Harris	First Aid Level 2 & CPR	16/05/2022
Cynthia Findlay	First Aid Level 2 & CPR	16/05/2022
Kirsty Simm	First Aid Level 2 & CPR	16/05/2022
Morgan Zotti	First Aid Level 2 & CPR	16/05/2022
Chloe George	First Aid Level 2 & CPR	16/05/2022
Suzanne Stewart	First Aid Level 2 & CPR	16/05/2022
Josh Brown	First Aid Level 2 & CPR	16/05/2022
Megan Walsh	First Aid Level 2 & CPR	16/05/2022