



FIRST AID POLICY

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

Beveridge Primary School's trained first aid officers are:

- Jemma Scerri
- Olivia Fletcher
- Vicki Albert
- Maxine Chrystie

First aid kits

Beveridge Primary School will maintain:

- A major first aid kit which will be stored in school sickbay.
- 4 Portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - In Sickbay

First Aid Officers 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 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.

Ill students are sent to first aid to be cared for and to determine the seriousness of their condition. Where possible students are returned to class for minor concerns as soon as possible. If the issue is determined to be infectious or serious parents/guardians are rung and asked to collect their child. Should school staff be unable to contact parents then emergency contacts will be rung. Pending the seriousness of the child's condition an ambulance may be rung or for less serious conditions the child will remain in sick bay until a parent or guardian or emergency contact can be contacted. Any child leaving school early must be signed out at reception by the adult collecting them. If they are known to school staff they must produce picture evidence of identity which will be copied by staff for our records. Should this occur more than once where contacts cannot be reached DHHS may be contacted and a formal report may be lodged.

Medication signed into first aid for delivery to students during the day must be in the original packaging and within the date range specified on the packaging. Doses stated on the medication will be delivered as prescribed and cannot be changed without written medical direction on letterhead and signed by a medical doctor. Please refer to Administration of Medication Policy for further information [BPS Administering of medication](#)

For students with complex medical needs please refer to the DET Complex Medical Needs policy; <https://www.education.vic.gov.au/school/principals/spag/health/Pages/complexneeds.aspx>

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, Beveridge Primary School will notify parents/carers by a phone call to parents.
- 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 Beveridge 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 a standard first aid treatments. This is because they can mask signs of serious illness or injury.

REVIEW CYCLE

This policy was last updated on **24th August 2018** and is scheduled for review in **August 2021**.

Revision dates	Version number	Summary of changes
August 2018	0.1	Ratified by school council