



First Aid Policy

School Council Approved: 2019

Review date: 2022

PURPOSE

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

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Stratford Primary School's trained first aid officers and staff are:

Name	Role <i>* indicates first officer</i>	Date trained
Debbie Hooper	* Business manager	15/7/19
Samantha Robinson	* Education support	15/7/19
Michelle White	* Education support	15/7/19
Adele Smith	* Education support	15/7/19
Deb French	* Education support	15/7/19
Sophie Keen	Teacher	15/7/19
Jenny Nowak	Teacher	15/7/19
Adele Ogniew	Teacher	15/7/19
Joan Keil	Teacher	15/7/19
Lorraine Fraser	Teacher	15/7/19

Lauren Meredith	Teacher	15/7/19
Nikki Gavin	Teacher	15/7/19
Michelle Peverill	Education Support	15/7/19

First aid kits

Stratford Primary School will maintain:

- A major first aid kit which will be stored in the sick bay
Two portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in the sick bay.
Debbie Hooper and Debbie French 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, the class teacher or support staff member will either notify the business manager or bring the ill student to the sickbay where the business manager may monitor them. If the business manager is not available a comfortable space should be made available in the classroom until the student feels well enough to join the class or until collected by parents/carers or emergency contacts.

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, Stratford Primary School will notify parents/carers by completing the first aid record book. A copy of the slip will be given to the student to take home.
- Parents/carers or emergency contacts will be notified of any knocks, bumps or injuries to heads as soon as possible after the incident occurs.
- 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 Stratford 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.
- Any medications or analgesics will only be administered with written parent/guardian permission. *Please see the school's Medications Policy & Procedures.*

FURTHER INFORMATION AND RESOURCES

Medication Policy and Procedures Policy

Anaphylaxis Management Policy,
Asthma Policy

REVIEW CYCLE

This policy was approved by School Council in July 2019 and is scheduled for review in July 2022