



OVERPORT PRIMARY SCHOOL

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

Overport Primary School's trained first aid officers are:

Nikki Burgess

Linda Bradbury-Flint

Melissa Sinclair

First aid kits:

Overport Primary School will maintain:

- A major first aid kit which will be stored in the sick bay.
- 6 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the sick bay. First Aid trained officers are 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 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 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 may recommend that advice is sought from a medical practitioner.
- Whenever a serious first aid incident has occurred, Overport Primary School will:
 - record the incident on Compass
 - advise parent/guardian

- if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266 and Worksafe portal.

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.

FURTHER INFORMATION AND RESOURCES

Anaphylaxis Policy, Asthma Policy, Health Care Needs, Medication Policy.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Notifications on Compass
- Throughout the Overport Newsflash
- Included in staff induction processes
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs

POLICY REVIEW CYCLE AND APPROVAL

Policy last reviewed	December 2022
Approved by	Principal and School Council
Next scheduled review date	December 2025