

FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Kingswood Primary School at kingswood.ps@education.vic.gov.au

PURPOSE

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

SCOPE

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

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)

POLICY

From time to time Kingswood 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, but to assist an injured or ill person.

Staffing

The principal will ensure that Kingswood has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Kingswood's staff are all trained in CPR, Level 2 First Aid, including blood spills, asthma and anaphylaxis

First aid kits

Kingswood will maintain:

- a first aid room available for use at all times with a comprehensive supply of basic first aid materials.
- portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the first aid room
- Basic first aid supplies in each classroom

The first aid officer 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 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

The following procedures are followed at Kingswood Primary School:

- 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.
- During recess or lunchtime staff on yard duty will wear fluorescent vests for ease of identification, carry bags with basic first aid supplies and carry portable phones. In the case of injury the staff member on yard duty will evaluate the situation and communicate details by portable phone to the office if necessary. For minor injuries the student will be assisted to the first aid room where first aid will be administered. For severe injuries the student should be treated at the scene of the injury and the office notified, ambulance called and parents contacted as soon as practical.
- 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.
- Parents of all students who receive first aid will be notified via Compass indicating the nature of the injury/illness and any treatment given. For more serious injuries/illnesses, the parents/guardians will be contacted by the first aid officer or the administration staff so that professional treatment may be organised. Any injuries to a student's head, face, neck or back will be reported to parents/guardian.
- For any student who is collected from school by parents/guardians or who is treated by a doctor/hospital or ambulance officer as a result of a serious injury, staff will notify the Department's Incident Support And Operations Centre (ISOC) on 1800 126 126, complete WorkSafe's Incident Notification Form and record the incident on CASES21.
- 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.
- Parents who collect students from school for any reason (other than emergency) must sign the student out of the school via the Compass kiosk.
- School camps have Level 2 first aid trained staff members.
- A comprehensive first aid kit will accompany all camps/excursions. The first aid kit will have a list of contents and will be fully stocked. First aid kits are stocked in accordance with Department's Occupational Health & Safety requirements.
- All students attending camps or excursions will have provided an updated Operoo profile or signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should the need arise. Copies of the signed medical forms are to be made. One set is to be taken on camps and excursions, while the other set remains at school. Staff must download an offline version of Operoo prior to leaving the school.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, allergy, anaphylaxis, epilepsy, diabetes management plans or high priority medical forms. Throughout the year there will be reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications. These will also be stated in the Prep Handbook.

- It is the parent's responsibility to regularly update Operoo.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.
- 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 treatment. This is because they can mask signs of serious illness or injury.
- It is recommended that all students have personal accident insurance and ambulance cover.

COMMUNICATION

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

- Provided to staff at induction and included in staff handbook
- Discussed at staff meetings / briefings as required
- Available publicly on our school's website
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- [Accidents & incidents reporting](#)
- [Anaphylaxis](#)
- [Asthma](#)
- [Administration of medication](#)
- Infectious diseases

REVIEW CYCLE

Version	Edited By / Comments	Next Review
May 2013	Environment & Facilities Sub-Committee	May 2016
June 2016	Environment Sub-Committee	June 2019
July 2018	Sue McCarthy/Liliane Karidis	June 2020
May 2020	Wellbeing Subcommittee	May 2023