

FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Kingswood Primary School.

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

Kingswood's trained first aid officers are trained in CPR, Level 2 First Aid, including blood spills, asthma and anaphylaxis

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

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

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 room/ sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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, 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.
- If first aid is administered for a minor injury or condition, Kingswood Primary School will notify parents/carers 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.
- 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 practicable.
- 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 is administered to a student resulting from a student incident, injury or illness, Kingswood Primary School will:
 - Record the provision of first aid treatment on Compass.
 - If care was provided in response to a medical emergency or reportable incident, follow the Department's [Reporting and Managing School Incidents Policy](#),

including reporting the incident to the Department's Incident Support And Operations Centre (ISOC) on 1800 126 126 where required to under that policy.

- 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. 1 First Aid bag per 50 students as per guidelines.
- All parents will complete online permissions for an event/ excursion/ camp. All teachers will have access to Student profiles on Compass whilst offsite and any medical information in their medical folders- this contains emergency contact information also.
- 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 the school with any changes/ new information regarding contact details or children's medical details via the school email: kingswood.ps@education.vic.gov.au
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.
- It is recommended that all students have personal accident insurance and ambulance cover.
- 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.

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 on request.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy and are available on our school's website:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Approved by	Principal
Next scheduled review date	May 2027