



Beechworth Primary School

Be ...

Respectful, Safe, Persistent, Caring ... Always!

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

Beechworth Primary School's trained first aid officers are:

- Cheryl Norman
- Samantha Hemphill
- Susan McDonald
- Jeanette Farquhar

### First aid kits

Beechworth Primary School will maintain:

- A major first aid kit which will be stored in the school First Aid room
- A portable first aid kit which may be used for excursions and camps. Portable first aid 'mini' kits will be stored in each classroom.
- All yard duty staff will carry a yard duty bucket with basic supplies whilst on yard duty.
- First Aid kits will be checked on a termly basis in line with DET OHS.

**Cheryl Norman, the Senior 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 the sick bay where they will be checked by a first aider. If the unwell student is required to remain in sick bay, then they will be monitored by staff. Depending on the nature of their symptoms, the first aider may ask staff to contact parents/carers or an emergency contact person to ask them to collect the student.

## COVID-19

All Staff will complete the **School infection prevention and control during COVID-19** eLearn module.

For current guidance and support see the below links:

- <https://www.coronavirus.vic.gov.au/schools-teachers-and-principals>
- <https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/guidance/covid-19-employee-health>

## 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:

1. 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.
2. 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.
3. 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.
4. If first aid is administered for a minor injury or condition, Beechworth Primary School will notify parents/carers by phone call where appropriate i.e. not for a graze, but a call would be made for teeth, head eyes etc.
5. 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.
6. 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.
7. Whenever first aid treatment has been administered to a student Beechworth Primary School will:
  - record the incident on Compass
  - record headbumps/injuries and any injury that requires medical attention on CASES21
  - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 1800 126 126.

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 for first aid treatments. 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 induction processes for relevant staff
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from the School Office upon request

## FURTHER INFORMATION AND RESOURCES

[School Policy & Advisory Guide - First Aid](#)

[School Policy and Advisory Guide - First Aid Needs](#)

## RELATED SCHOOL POLICIES

- **Administration of Medication Policy**
- **Anaphylaxis Policy**
- **Asthma Policy**
- **Yard Duty and Supervision Policy**
- **Health Care Needs Policy**

## POLICY REVIEW AND APPROVAL

<b>Policy last reviewed</b>	June 2021
<b>Consultation</b>	Presented to BPS School Council: 23 June 2021
<b>Approved by</b>	Principal
<b>Next scheduled review date</b>	June 2024