



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*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

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. Our School's trained officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. This list is reviewed annually, or as needed should a first aid certification expire.

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.

Our school follows the Department's policy and guidance in relation to our 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:

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:
 - a. Record the incident and any first aid applied on Compass.
 - b. record the provision of care on eduSafe Plus. If the care is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
 - c. 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 on 1800 126 126 where required to under that policy.

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. For further information refer to the Department's Policy and Advisory Library: [Medication](#).

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

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](#)

RELATED SCHOOL POLICIES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2022
Consultation	Presented to BPS School Council: 16 March 2022
Approved by	Principal
Next scheduled review date	March 2025