



Thomastown Meadows Primary School First Aid Policy

HONESTY EMPATHY RESPECT

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 Thomastown Meadows 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 First aid Coordinator will ensure that Thomastown Meadows Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Thomastown Meadows Primary School trained first aid officers are:

- Lisa D'angelica April 2019
- Marnie Leine April 2019
- Lisa Wilson April 2019
- Judy De Ponte April 2019
- Suzann Micallef April 2019
- Anna Silverii April 2019
- Rina Casella April 2019
- Zeinab Dirani April 2019
- Thao Doan April 2019
- Rania Dib April 2019
- Youmna Hassan April 2019

First Aid Kits

Thomastown Meadows Primary School will maintain:

- A major first aid kit which will be stored in the sickbay

- Thomastown Meadows Primary School has 4 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in:
- Sick bay
- Asthma Action Kits will be available in all first aid kits and yard duty bags
- 2 epipens will be available for general use

Lisa D'angelica 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 sickbay 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.

Parents **will** be contacted for any incident involving the head.

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.
- All injuries to the head or face area will be reported to parents / Carers, regardless of the severity.
- 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, Thomastown Meadows Primary School will notify parents/carers by phone or by SMS
- 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 recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student Thomastown Meadows Primary School will:
 - record the incident on COMPASS and CASES21
 - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.

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.

FURTHER INFORMATION AND RESOURCES

- *Health Care Needs Policy*
- *Administration of Medication Policy*

- *Anaphylaxis Policy*
- *Asthma Policy*

REVIEW CYCLE

This policy was last updated in February 2021 and is scheduled for review in February 2022

Policy review

Policy written updated	School Council approved	Review date	Responsibility
February 2021	N/A	2022	First Aid Coordinator