**DERINYA PRIMARY SCHOOL**

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

Derinya Primary School’s trained first aid officers are:

* Amanda Douglas (HLTSS00027) June 2019
* Kellie Jovic (HLTAID003) June 2018

Derinya Primary School’s other first aid trained staff (HLTAID003):

* Tina Ramsay January 2021
* Lynn Sanders February 2019
* Nadine Pye January 2021
* Janette Borrie January 2021
* Stuart Charles
* Rebecca Uccello February 2019
* Julianne Smith January 2020
* Elise Catterick January 2020
* James Neale February 2019
* Nita Wills February 2019
* Stacey Hood January 2020
* Mark Everard January 2021
* Joel Wylie January 2021
* Derek Williams February 2019
* Monica Waterworth January 2021
* Michael Runchey February 2019
* Georgie Dymond February 2019
* Kelly Hunt August 2018
* Anne Grant December 2018
* Lindi Morrison January 2020
* Donna West January 2021
* Tania Cleary (Part Time) February 2019
* Sally Williams (Part Time) February 2019

**First aid kits**

Derinya Primacy School will maintain:

* A major first aid kit which will be stored in the First Aid Room located in the Administration Building.
* 10 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  + In the back room of the First Aid Room located in the Administration Building.

The First Aid Officer (Mandy Douglas or Kellie Jovic) 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 First Aid Room, located in the Administration Building, 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**

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.
* 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, Derinya Primary School will notify parents/carers by sending a note home to parents/carers plus will telephone parents/carers if the injury involved a minor head injury.
* 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 Derinya Primary School will:
  + record the incident on CASES21
  + if first aid was administered in a medical emergency, and treatment was received by a medical practitioner or Emergency Department report the incident to the Worksafe Victoria on 132360.

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 treatments. This is because they can mask signs of serious illness or injury.

**Further information and resources**

Administering Medication Policy

Anaphylaxis Policy

Asthma Policy

**Review cycle**

This policy was last updated on 16th June 2021 and is scheduled for review in 2023