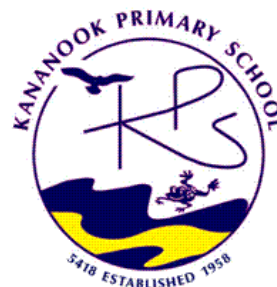


FIRST AID POLICY



Help for non-English speakers.

If you need help to understand the information in this policy please contact the school office on 9786 6066

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

Kananook Primary School's trained first aid officers are:

Anne Brooks

Billie Hopsin

Jayne Wardle

First aid kits

Kananook Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room.
- 2 portable first aid kits which may be used for excursions, camps or yard duty. The portable first aid kit/s will be stored in the sick bay cupboard

Tamarah Bruynen 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 First Aid room 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, Kananook Primary School will notify parents/carers by sending a note home to parents/carers
- 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 Kananook Primary School will:
 - record the incident on 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 treatments. This is because they can mask signs of serious illness or injury.

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](#)

Other relevant local Kananook Primary School Policies

- First Aid Policy Implementation Guide
- Health Care Needs Policy
- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Messaging parents/care givers using the SeeSaw for Schools App
- Included in induction processes for staff
- Discussed at staff meetings and briefings as required
- Hard copy available from school administration upon request

REVIEW CYCLE

DEVELOPED/REVIEWED	July 2023
CONSULTATION	Education sub-committee
ENDORSED BY PRINCIPAL	July 2023
EVALUATION	This policy will be reviewed according to the recommended minimum review cycle which is 3 to 4 years or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration.