



**Help for non-English speakers**, if you need help to understand the information in this policy, please contact the school office.

## 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 in our schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

From time to time Barton 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 Barton Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. First aid training undertaken by selected staff is HLTAID0003- Provide First Aid.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan

## First aid kits

Barton Primary School will maintain:

- A major first aid kit which will be stored in the sick bay.
- 6 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  - 5 x in sick bay
  - 1 x in the administration office

Kate Mathews and Lauren Box 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 sick bay 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.

In the case of head knocks, Homeroom staff will monitor each incident in isolation to determine whether the student requires first aid assistance. Once the student has been sent to first aid, a phone call will be made home to parents requiring them to collect their child.

When a student comes to first aid during recess or lunch break, office staff will monitor them to determine whether students require first aid treatment and contact parents where necessary.

## 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, Barton Primary School will notify parents/carers by phone.
- 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 Barton 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 treatment. This is because they can mask signs of serious illness or injury.

## General first aid procedures for staff and students

Apply basic first aid with **DRSABCD**:

- **Danger** – always check for any danger to you, any bystanders and then the injured student. Staff should not put themselves in danger when assisting an injured or sick student
- **Response** – check if the student is conscious by seeing if they will respond when you talk to them, touch their hand or squeeze their shoulder
- **Send for help** – call 000
- **Airway** – check the student’s airway is clear and they are breathing
- **Breathing** – check for breathing (look for chest movements, listen for air coming through the student’s mouth or nose or feel for breathing by placing a hand on the lower part of the student’s chest)
- **CPR** by trained staff – if the student is unconscious and not breathing, apply CPR (cardiopulmonary resuscitation)
- **Defibrillator** – if the student is unconscious and not breathing, apply an automated external defibrillator (AED) if one is available if trained to do so. Some AEDs are not suitable for children so ensure the device is checked for suitability.

Important note: Staff must only apply first aid in line with their skills and level of training.

## COMMUNICATION

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

- Available publicly on our school’s website
- Included in staff induction processes
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	09/10/2023
Approved by	Principal
Next scheduled review date	09/10/2026