

FIRST AID

PURPOSE

To ensure the Ripponlea Primary School (RPS) community understands our First Aid program catering for the health and wellbeing of the students and staff.

SCOPE

First aid for anaphylaxis and asthma is provided for in the following school policies available on our website:

- Anaphylaxis policy
- Asthma policy

POLICY

From time to time RPS 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 RPS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Staff at RPS are committed to first aid training and the majority of teaching and support staff undertake regular training in *Providing First Aid* including annual refresher training in *Providing CPR*.

First aid kits

RPS will maintain:

- A major first aid kit which will be stored in the First Aid cupboard in the photocopier room.
- A further five portable first aid kits which may be used for excursions, camps, or yard duty if required; these will be stored in the First Aid cupboard in the photocopier room.
- Two additional kits for the administration area (stored in the general office) and the Barrbunin multipurpose building (stored in the Visual Arts room).

RPS's First Aid Officers 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 administration area 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 on yard duty may administer first aid for minor bumps or grazes with basic supplies from their first aid kits.
- 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, RPS will notify parents/carers by phone or COMPASS notification.
- 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 (with the exception of minor bumps or grazes) RPS will record the incident on CASES21.
- If first aid is administered in a medical emergency, the incident will be reported 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.

REFERENCES

[First Aid for Students and Staff : Policy | education.vic.gov.au](https://www.education.vic.gov.au/first-aid-for-students-and-staff-policy)

RELATED POLICIES

- Anaphylaxis
- Asthma
- Duty of Care
- Health Care Needs
- Medication

Reviewed by School Council: June 2021

Next review date: June 2025