

# Toolangi PRIMARY SCHOOL

## *First Aid Policy*



Main Rd. Toolangi TEL: 5962 9255

Email: [toolangi\\_ps@education.vic.gov.au](mailto:toolangi_ps@education.vic.gov.au) Website: [https://www.toolangi\\_ps@education.vic.gov.au](https://www.toolangi_ps@education.vic.gov.au)

<b>Policy Name</b>	First Aid Policy (includes arrangements for ill students)	<b>Approved</b>	Friday 11 June 2021
<b>Responsibility</b>	Sally Herbert	<b>Review Date</b>	June 2024

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

### **Toolangi Primary School's trained first aid officers are:**

<b>Name</b>	<b>Role</b>	<b>Date Trained</b>
Sally Herbert	Principal	March 25th 2021
Sophie Fothergill	Classroom Teacher	March 25th 2021
Amanda Hull	Classroom Teacher	November 23 2020
Julia Holmes	ES Staff member	March 25th 2021

### **First aid kits**

Toolangi Primary School will maintain:

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

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- 2 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 the staff kitchen
- Principal 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 Principal or classroom teacher for support. 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, Toolangi Primary School will notify parents/carers by phone call.
- 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 practicable.
- 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 Toolangi 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.

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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
- Administration of Medication, Anaphylaxis
- Asthma

### **Evaluation**

This policy will be reviewed annually by the School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with Administration Staff, and School Council

### **Certification**

This policy was ratified by the School Council on Friday 11 June 2021

Signed.....  
**PRINCIPAL**

Signed.....  
**SCHOOL COUNCIL PRESIDENT**



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