



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 is provided for in our school. Please also refer to the BMPS:

- *Anaphylaxis Policy*
- *Asthma Policy*

From time to time the Bacchus Marsh Primary School's staff might need to administer first aid to students at school or during 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 Bacchus Marsh Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Staff member	Date of current training
Melinda Williams	8/2018
Pam Whitten	12/2016
Chris Brown	3/2017
Leanne Fitzsimons	12/2016
Vilma Hately	11/2017
Marg Turner	3/2018

Deb O'Connell	11/2018
Dail Hilton	3/2018
Dave Champness	11/2018
Yvonne Muller	11/2018
Alli Grant	Ongoing (trained nurse/practising)

First aid kits

Bacchus Marsh Primary School will maintain:

- A major first aid kit and supplies which will be stored in the dedicated sick bay room.
- 6 large portable first aid kits which may be used for excursions and camps. The portable first aid kit/s will be stored : In the sick bay room.

12 portable back pack kits will be maintained.

5 portable yard duty first aid bags will be maintained

The first aid room also has a defibrillator for use in emergencies.

Designated ES staff members will be responsible for maintaining all first aid kits- Vilma Hately, Dail Hilton, Deb O'Connell, and Marg Turner.

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 sick bay or main office 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, Bacchus Marsh Primary School will notify parents/carers by sending a note home to parents/carers, email or 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 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 Bacchus Marsh 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

- See also BMPS First Aid Summary Sheet for further information.
- Further information from ASCIA can be referenced by parents and staff at:

www.sofweb.vic.gov.au/wellbeing/support/anaphyl.htm

REVIEW CYCLE

This policy was last updated March 2019 and is scheduled for review in March 2021.