



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's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Mandama Primary School's trained first aid officers are (including date qualified to):

Christine Sykes 26/7/2020	Suzanne Frith 26/7/2020	Anne Sims 8/8/2021
Donna Formosa 26/7/2020	Jenny McGarrigle 16/5/2019	Sharon Benson 26/7/2020
Marika Brown 8/8/2021	Marg Harvey 26/7/2020	Paula Sachse 8/8/2021
Rachel Ward 5/9/2019	Doreen Carter 5/9/2019	Marina Keegan 8/8/2021
Lydia Woolfe 16/5/2019	Diane Forsyth 8/8/2021	Lisa Peirce 26/7/2020
Erin Morganti 16/5/2019	Sharni Wallace 8/8/2021	Michelle Menzies 26/7/2020
Sharon Long 16/5/2019	Jake Dowsett 26/7/2020	Sam Cracknell 26/7/2020
Brendan DeLorenzo 8/8/2021	Dawn Hodge 26/7/2020	Jannah Sobevski 8/8/2021
Lee Langston 26/7/2020		

First aid kits

Mandama Primary School will maintain:

- A major first aid kit which will be stored the sickbay.
- 8 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:

- In blue yard duty bags located in the pigeon holes outside the staffroom
- In pink back packs located in the sickbay

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 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.

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, Mandama Primary School will notify parents/carers by entering the details on Compass, which then sends an email 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 Mandama Primary School will:
 - record the incident on Compass
 - record the incident on CASES21 for any head or serious injuries
 - 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

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

REVIEW CYCLE

This policy was last updated on 7th August 2018 and is scheduled for review in August 2021.