

# SANDRINGHAM PRIMARY SCHOOL

## First Aid Policy



Help for non-English speakers

If you need help to understand this policy, please contact Sandringham PS office, Ph: 95981488 or email [sandringham.ps@education.vic.gov.au](mailto:sandringham.ps@education.vic.gov.au)

### 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 and Asthma Policy. This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

### Policy

From time to time Sandringham 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**

Sandringham Primary School employs qualified nurses, Claire Heaven and Lisa Welsh, to treat first aid injuries and illnesses as appropriate, during the hours of 10:30-14:30hrs. Supervision of children in the first aid room will be the responsibility of the nurse or a designated adult. All injuries or illnesses that occur outside the nurse's hours will be referred to the office staff.

The Principal will ensure that Sandringham Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Level 2 First Aid Training will be provided to staff every 3 years (as per requirements). All school camps will have at least one Level 2 First Aid trained staff member at all times.

Our school's trained first aid staff are listed in our Emergency Management Plan (EMP.) This list is reviewed at the start of each school year.

### **First aid kits**

Sandringham Primary School will maintain:

- A comprehensive supply of basic first aid materials will be stored in the First Aid office
- 12 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the First Aid office
- 3 bags will be available for use on yard duty containing basic first aid supplies, emergency cards and asthma first aid kits

School nurses will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [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 First Aid Office and monitored and cared for by school 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 room

A first aid room will be available for use at all times. Our school follows the Department's policy and guidance in relation to our first aid room to ensure it is safe, hygienic and appropriately equipped:

[First aid rooms and sick bays.](#)

## 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, Sandringham Primary School will notify parents/carers by phone call or note sent home to parents/carers.
- Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- 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.
- All children with anaphylaxis, allergies, asthma, diabetes, epilepsy or other serious medical conditions, must present the school with a yearly management plan prepared by their treating practitioners and parents are required to provide the school with their medications (including EpiPens), hypo kits and asthma spacers needed to implement their plan at school.
- Photographs of students with medical conditions requiring specific treatment will be kept in the yard duty teacher bag, in the first aid room, office staff room and emergency management folders in each classroom.
- All students attending camps or excursions will have provided a signed medical form providing up to date medical details and granting teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. These forms need to be taken with the child to the excursion or camp.
- All students requiring medications on camp must provide a signed Medications Administration form providing all the details for administering the medication and granting the teachers permission to administer the medications.
- Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Sandringham Primary School will record the provision of first aid treatment on Sentral. If care was provided in response to a medical emergency or reportable incident,

the school will follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

- In accordance with Department of Education and Training policy, analgesics, including paracetamol and aspirin, will not be stored at school or provided as standard first aid treatments. This is because they can mask signs of serious illness or injury. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

## **Communication**

General organisational matters relating to first aid will be communicated to staff at the beginning of each year. This includes training and revisions of recommended procedures for responding to asthma, diabetes and epilepsy. The school nurses (anaphylaxis supervisors) will run the twice-yearly anaphylaxis briefings for staff, with the first one being at the commencement of the year.

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 and staff training
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## **Further Information and Resources**

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy

## **Policy Review and Approval**

Policy last reviewed	February 2023
Approved by	Principal
Next scheduled review date	February 2026