

FIRST AID POLICY

George Street Primary School

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 George Street 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 Example School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

George Street Primary School has most of their staff trained in first aid:

Akala Richardson	4/12/20
Angela field	8/5/2020
Kaylene Kerr	8/5/2020
Tracy Keen	8/5/2020
Jane McCulloch	8/5/2020
Sharlene Cooper	8/5/2020
Ash McLachlan	8/5/2020
Katie Calver	8/5/2020
Tina Walkeden	22/10/2021
Clayton Barker	22/10/2021
Jackie Mibus	22/10/2021
Allen Walkeden	22/10/2021

First aid kits

George Street Primary School will maintain: 3 large portable first aid kits, 1 small portable first aid kit (yard duty) plus plus 1 fully stocked first aid cabinet, including Epi-pens.

- A major first aid kit which will be stored First Aid Room (next to General Office)

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- 3 portable first aid kits may be used for excursions, camps, or yard duty. The small portable first aid kit will be taken to yard duty and is stored in the staffroom. The other first aid kits are stored in the first aid room and classrooms:

Akala Richardson will be responsible for maintaining the first aid room and 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 next to the general 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. If possible the principal will be notified or the Learning Specialist if the Principal is not in the school, prior to any student being sent home, unless an emergency.

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, George Street Primary School will notify parents/carers by the level of severity, i.e. sending a note home to parents/carers, email, phone call]. 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 George Street 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 treatment. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES



Anaphylaxis -
Policy2018.pdf



Critical_Incident201
8docx.pdf

REVIEW CYCLE

This policy was last updated on 26 /2/ 2019 and is scheduled for review in February 2022

First Aid Summary Sheet

This sheet should be displayed near first aid kits, in first aid room/sick bay and on notice boards

General

LOCATION ADDRESS: GEORGE STREET PRIMARY SCHOOL
32-48 GEORGE ST, HAMILTON

NEAREST CROSS STREET: BALLARAT ROAD, HAMILTON

LOCATION OF FIRST AID ROOM: NEXT TO GENERAL OFFICE

Victorian Poisons Information Line

Available 24 hours a day, 7 days a week on **13 11 26** or call **000** in an event of an Emergency.

First Aid Officers – Completed Provide First Aid (HLTAID003)



CLAYTON BARKER



SHARLENE COOPER



TRACY KEEN



KAYLENE KERR



JANE MCCULLOCH



ASH MCLACHLAN



JACKIE MIBUS



AKALA RICHARDSON



TINA WALKEDEN

ALLEN WALKEDEN

Warden/Incident Controllers

Name:	<u>TINA WALKEDEN</u>	Work location:	<u>SCHOOL OFFICE</u>
Name:	<u>SHARLENE COOPER</u>	Work location:	<u>PREP SCHOOL</u>
Name:	<u>TRACY KEEN/KAYLENE KERR</u>	Work location:	<u>LITERACY ROOM</u>

Evacuation Assembly Point (at least 200 metres away from work area)

SCHOOL OVAL

Nearest Medical Centre

Telephone: 5572 2422

Address: FOSTER ST HAMILTON

Nearest Hospital

Telephone: 5551 8222

Address: FOSTER STREET HAMILTON

Emergency and Security Services Unit

Available 24 hours a day, 7 days a week on **03 9589 6266**