

## Policy

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

Kororoit Creek Primary School's trained first aid officers are:

			
Emma Hartney First Aid Room Telephone extension 102	Michelle McGinley ES - Various Locations	Dian Sultana Admin Office Telephone extension 151	Rebecca Reichelt ES - Various Locations
			
Steph Kosowski Meeting Room Telephone extension 122	Claire Dowling H17 (Prep) Telephone extension 110	Hannah Simmons H30 (Grade 3) Telephone extension 137	Cassie Chappell H48 (Grade 4) Telephone extension 129

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Dan Mathews-Hunter H40 (Grade 5) Telephone extension 148	Andrew Comley H50 (Grade 6) Telephone extension 153	Curtis Goodfellow Music Phone extension 117 / 109	

### First aid kits

Kororoit Creek Primary School will maintain:

- A major first aid kit which will be stored in Sick Bay, on the Anaphylaxis wall.
- 6 portable first aid kits which may be used for excursions or camps. These portable first aid kits will be stored:
  - In Sick Bay, in the cupboard.
- 13 Warden First Aid Kits – which are stored in the Warden Kits in the relevant Warden Classrooms.

The School Nurse will be responsible for maintaining all first aid kits, all paperwork is stored in Sick Bay.

### 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 the School Nurse, or a designated staff member. 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, Kororoit Creek Primary School will notify parents/carers by sending an illness/injury parent notification form home with the student.
- 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 Example 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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- Report the incident to Worksafe and record as an accident on CASES21

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**

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)
- [Administration of Medication Policy](#)
- [Health Care Needs Policy](#)

**Review cycle and evaluation**

This policy was last updated on 23 June 2020 and will be reviewed every 3 years, or as required.