

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 Roxburgh Park Primary staff might need to administer first aid to students at school or school activities.

Parents/carers/guardians should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The principal will ensure that Roxburgh Park Primary has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Roxburgh Park Primary's trained first aid officers are:

- Amanda Oliver 1 March 2018
- Karly Michael 1 March 2018
- Fran Sinni 1 March 2018
- Natalie Squatrito 1 March 2018
- Lisa Taylor-Jones 1 March 2018
- Andrew Talbot 1 March 2018

First aid kits

Roxburgh Park Primary School will maintain:

- Major first aid supplies stored in the First Aid room.
- 1 minor first aid kit stored in the gym.
- 4 minor first aid kits (back packs) which may be used for excursions that will be stored in the First Aid room.
- Major portable first aid kit which may be used for sport days and camps that will be stored in the First Aid room.

ADMINISTRATION (Attendance and First Aid) 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/guardians 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/guardians consent to do so. Staff may contact Triple Zero “000” for emergency medical services at any time.
- If first aid is administered for a minor injury or condition, Roxburgh Park Primary will notify parents/carers/guardians by sending a sick bay slip (incident report) home to parents/carers/guardians/guardians.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers/guardians/guardians 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/guardians, 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 Roxburgh Park Primary will:
 - record the incident on Sentral
 - send a first aid incident report home with the child
 - 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

Asthma Policy

REVIEW CYCLE

This policy was last updated on May 21st 2018 and is scheduled for review in May 2020