



OLINDA PRIMARY SCHOOL

FIRST AID POLICY 2021

Date approved	2021
Approved by	Principal
Next review date	2024 or sooner to maintain current with DET policy
Responsible for	Principal

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, Olinda Primary School staff 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 the school has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. The school keeps a current register of staff trained in first aid. The name, first aid qualification and date of expiry is included in this register.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Olinda Primary School will maintain:

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

First aid officer 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 first aid room 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, the school will notify parents/carers by phone call or email if can't get through by phone.
- 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 Olinda Primary School will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, 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.

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.

[First Aid for Students and Staff](#)

These Guidelines located in the Policy and Advisory Guide (PAL), support principals and/or their delegates to identify first aid requirements and implement appropriate arrangements to ensure all injured staff and students are provided with immediate and adequate treatment of injury and illness on school sites or at school approved activities.

COMMUNICATION

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
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

[First Aid for Students and Staff \(PAL\)](#)

Local school policies:

- Administration of Medication,
- Anaphylaxis,
- Asthma

POLICY REVIEW AND APPROVAL

Policy last reviewed	2021
Approved by	Principal
Next scheduled review date	2024