

WODONGA SOUTH PRIMARY SCHOOL

FIRST AID POLICY

PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

First aid for anaphylaxis, asthma and diabetes are provided for in our schools':

- *Anaphylaxis Policy*
- *Asthma Policy*
- *Diabetes Policy*

POLICY

From time to time Wodonga South Primary School staff might need to administer first aid to students at school or at during 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 Wodonga South Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Wodonga South Primary School's trained first aid officers are:

Staff Name	Date trained
Lyn Dixon	13/02/2019
Amber Mitas	15/03/2019
Gaile Ryan	11/03/2020
Anna Mitchell	18/03/2020
Kelli Hoffmann	07/12/2017
Jesse Featonby	29/11/2018
Amanda Norman	08/11/2017
Narelle Crawford	03/02/2019
Ally Zychowski	27/02/2020

First aid kits

Wodonga South Primary School will maintain:

- 1 major first aid kit which will be stored in the First Aid room.
- 9 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 room
 - The designated 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 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. During COVID-19 unwell students will be contacted to be sent home as soon as possible.

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, Wodonga South Primary School will notify parents/carers by email.
- 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 Wodonga South Primary School will:
 - Record the incident and message parents using Xuno
 - record the incident on CASES21 (for students treated as outpatients)
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266 and Edusafe.

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

<https://www.wodongasps.vic.edu.au/wp-content/uploads/2019/08/Anaphylaxis-Policy-FINAL-2019.pdf>

ASTHMA POLICY

<https://www.wodongasps.vic.edu.au/wp-content/uploads/2019/08/Asthma-Policy-FINAL-2019.pdf>

DIABETES POLICY

<https://www.wodongasps.vic.edu.au/wp-content/uploads/2020/07/WSPS-Diabetes-Policy-June-2020.pdf>

REVIEW CYCLE

This policy was last updated on July 2020 and is scheduled for review in July 2023.