



First Aid Policy

Rationale

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

Scope

First aid for anaphylaxis and asthma are provided for in our school. Please refer to the following:

- *Anaphylaxis Policy*
- *Asthma Policy*

Policy

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

Rosanna Golf Links Primary School trained first aid officers are:

- Deb Howard
- Staff trained in accordance with the school's three year first aid training cycle

First aid kits

Rosanna Golf Links Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room located within the Administration Building.
- Rosanna Golf Links Primary School retains a minimum of 6 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

Deb Howard 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.



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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, Rosanna Golf Links Primary School will notify parents/carers by providing a note home to parents/carers or in more serious incidences a phone call will be made to the parent/carer.
- 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 Rosanna Golf Links 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 treatments. This is because they can mask signs of serious illness or injury.

Reporting of First Aid Incidents

Staff are required to report incidents that result in:

- injuries requiring treatment by a doctor, transport by ambulance or hospitalisation.

Incidents are reported to the Incident Support and Operations Centre (ISOC) on 1800 126 126.



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At this time ISOC staff may advise RGLPS staff to report the incident to Worksafe Victoria. Worksafe Victoria is initially contacted by phone, followed by an emailed on line form that requires completion. Further advice will be supplied regarding the attendance of a Worksafe inspector if deemed necessary.

Further Information and Resources

- Health Care Needs Policy,
- Asthma Policy,
- Anaphylaxis Policy
- Medication Authority Form,
- Medication Administration Log,
- Reporting and Managing Emergencies and Incidents Policy.
- Worksafe Notification Policy

Review Cycle

This policy was last updated on 10/12/2019 and is scheduled for review in December 2023.