



FIRST AID POLICY

CREEKSIDE K-9 COLLEGE

Last Ratified by School Council June 2023	Review Date June 2026	Responsible for Review School Council
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PURPOSE

- To ensure schools meet their specific first aid needs to students at school or on approved school activities
- All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.
- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate.

SCOPE

First aid for anaphylaxis and asthma is provided in our school's:

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)

POLICY

From time to time Creekside College 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 Creekside College 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. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First Aid Kits

Creekside College will maintain:

- 17 excursion first aid kit as per student/ kit ratio

- 15 yard duty bags
- 1 small first aid box in each class
- 2 defibrillator (1 in the main reception, 1 in the gym)
- A major first aid kit which will be stored in the Sick Bay.
- 1 first aid kit in each classroom

The School Nurse will be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

Care for ill students (COVID-19)

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 or an emergency contact person to ask them to collect the student.

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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, Creekside College will notify parents/carers by sending a note home to parents/carers. If a head injury has occurred a member of the administration will contact parents/carers via phone call or 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 Creekside College will:
 - Record the incident on CASES21 and record of sickbay visit on Compass
 - If first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.
 - [Notification Process if Child is Injured or Unwell](#)

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.

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
- [Included in staff handbook/manual](#)
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

IMPLEMENTATION

- A sufficient number of staff (including at least one administration staff member) to be trained to a Level 2 First Aid Certificate, and with up-to-date CPR qualifications.
- A first aid room (staffed by a trained nurse) will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- A supply of medications for teachers will be available in a locked cupboard in the first aid room.
- All injuries or illnesses that occur during class time will be referred to the first aid room, attended by the nurse or administration staff, who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the teachers on yard duty and cooperatively assisted by other staff. Students in need of further support will be sent to the first aid room.
- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries- including those requiring parents to be notified or suspected treatment by a doctor – require a Level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication, including headache tablets, will be administered to children without the express written permission of parents or guardians.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the

injury to be greater than “minor” will be reported on DEECD Accident/Injury Form, and entered onto CASES21.

- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- All school camps will have at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All children, especially those with the documented asthma management plan, will have access to Ventolin and a spacer at all times.
- At the commencement of each year, request for updated first aid information will be sent home including request for any asthma management plans, anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- General organizational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following **school policies** are also relevant to this First Aid Policy:

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

The following management strategies/appendices are also relevant to this First Aid Policy:

- [Thunderstorm Asthma Appendix](#)

REVIEW CYCLE

POLICY REVIEW AND APPROVAL

Policy last reviewed	[insert date]
Approved by	Principal
Next scheduled review date	[insert date – noting that the recommended minimum review cycle for this policy is 3 to 4 years]