

ST KILDA PARK PRIMARY SCHOOL



FIRST AID POLICY

PURPOSE

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

SCOPE

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

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

From time to time St. Kilda Park Primary School staff might need to administer first aid to students and staff 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 St. Kilda Park Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

All St Kilda Park Primary School staff receive a basic level (Level 1?) of first aid training provided * annually/ biannually/ whenever the frequency. Further to this, annual training is provided to maintain a higher level of first aid competence for our Level 2 trained first aid officers.

St. Kilda Park Primary School trained by Hero Squad to attain their first aid officers are:

Staff Member	Expiry Date	Staff Member	Expiry Date
Michelle Bove	March, 2025	Nova Whitehead	March, 2024
Matt Cook	March, 2025	Jane Bennetts	March, 2024
Prue Robbins	March, 2025	Stephanie Hamilton	March, 2024
Natalie Gallucci	March, 2025	Prue Donaldson	March, 2024

Kat O'Brien	March, 2025	Joe Gardiner	March, 2024
Amy Rumble	March, 2025	Wendy Chan	March, 2024
Neil Scott	March, 2025	Luke Jones	March, 2024
Bianca Langenberg	March, 2025		

First aid kits

St. Kilda Park Primary School will maintain:

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

Wendy Chan 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 until picked up by their parent/ carer. 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:

- Minor injuries only (such as scratches) 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.
- Trained first aid staff 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.
- When first aid is administered for a minor injury or condition, St. Kilda Park Primary School will notify parents/carers by emailing parents through the Compass portal.
- In the event of a serious injury including a suspected fracture, staff will remain with the student where the injury occurred and send someone to advise the office staff of the situation.

- 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.
- 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.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with others before deciding on an appropriate course of action.
- 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 details and granting 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.
- 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. This procedure will be followed for all head impact injuries.
- Whenever first aid treatment has been administered to a student St. Kilda Park Primary School will:
 - record the incident on the Compass portal
 - report the incident to the Department’s Emergency and Security Management Branch immediately on 03 9859 6266 and WorkSafe on (13 23 60) and on EduSafe and reference should be made by staff to the school’s Incident Management policy.

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, Anaphylaxis, Diabetes policies.

REVIEW CYCLE

Policy last reviewed	June 2022
Approved by	Approved by Education & Policy Sub Committee and Neil Scott Principal
Next scheduled review date	April 2026

