

# FIRST AID (including arrangements for ill children)

## 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 Kerrimuir Primary School's:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

From time to time Kerrimuir Primary School 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 Kerrimuir Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Currently trained staff members are:

NAME	DATE DUE TO RENEW
• Michael Mclean	January 2025
• Jo Jolly	January 2025
• Liz Stavridis	January 2025
• Sally Boyd	January 2025
• Anne Italiano	January 2025
• Julia Weston	January 2025
• Grace Thien	January 2025
• Karlee Rathjen	January 2025



- Siobhan Prasad January 2025
- Laura Coulter January 2025
- Emily Dean January 2025
- Sue Kelly January 2025
- Sinead Dowling January 2025
- Claudia Rushton January 2025
- Jay Selvaraj January 2025
- Natalie Robson January 2025
- Kaisha Gurry January 2025
- Ashlee Mitchell January 2025
- Nick Dart January 2025
- Josh Bevis January 2025
- Krystal Bilski January 2025
- Jo Jolly January 2025
- Luke Van Koll January 2025
- Susan Peterson January 2025
- Amanda Delahanty January 2025
- Libby Hunt January 2025
- Claire Liston January 2025
- Jasmine Slade January 2025
- Kirrily Gloufchev January 2025
- Sophie Keogh January 2025
- Emma- Jane Spithill January 2025
- Aram Lee January 2025
- Michael McLean January 2025
- Kate Kim January 2025
- Shelley Cutter January 2025

- Jana Cronin January 2025
- Debbie Gibson January 2025
- Shamagne Tan January 2025
- Mel Attard January 2025
- Cher Oxley January 2025
- Airis Teoh January 2025

### **First aid kits**

Kerrimuir Primary School will maintain:

- A major first aid kit which will be stored in Sick Bay
  - Four first aid kits which may be used for excursion, camps, or yard duty. The portable first aid kit will be stored in sick bay.
  - Additional first aid kits are found in : Grade 6 portables (middle room), BER, MPR, Art Room, Sure Kelly's small side room in Junior School Building.
  - Year level first aid bags are used for School Swimming.
  - Asthma puffers and spacers in all buildings.
- Sally Boyd 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 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.

### **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 members 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, Kerrimuir Primary School will notify parents/carers by either a phone call, email or sending a note home, depending on the type and severity of the injury.
- 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 Kerrimuir 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 standard first aid treatments. This is because they can mask signs of serious illness or injury.

## **FURTHER INFORMATION AND RESOURCES**

For further information see Kerrimuir Primary School's other health related policies which include:

- Administration of Medication
- Anaphylaxis
- Asthma
- Health Care needs
- COVID School Operations Advice (follow current)

## **REVIEW CYCLE**

This policy was last updated in February 2022 and is scheduled for review February 2025.