



**TEMPLETON**

MELBOURNE, AUSTRALIA

## First Aid Policy

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### Help for non-English speakers.

If you need help to understand the information in this policy, please contact Xiaomei Lin 98017450

### RATIONALE

At Templeton Primary School, all children have the right to feel safe and well and know that they will be addressed with due care. The purpose of this policy is to ensure the school community understands our school's approach to First Aid for students. Parents/carers should be aware that the goal of First Aid is not to diagnose or treat a condition. Additionally, parents should refer to the following policies for further information:

- Anaphylaxis Policy
- Asthma Policy

### STAFFING

The principal will ensure that Templeton Primary School has sufficient staff with the appropriate levels of First Aid training to meet the First Aid needs of the school community.

### FIRST AID KITS

Templeton Primary School will maintain:

- One major First Aid Kit which will be stored in the Physical Education Office
- Six portable First Aid Kits which may be used for excursions and camps, stored in the First Aid Room
- Three portable First Aid Kits for Yard Duty stored in the Staff Room

The Chief First Aid Officer (Kristy Disney) will be responsible for maintaining all First Aid kits.

### CARE FOR 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 Office 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.

## MANAGEMENT

- At the commencement of each year, requests for updated First Aid information will be sent home including requests for any asthma 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 organisational 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. (see Asthma Policy May 2015)
- Anaphylaxis training will be provided on an annual basis for all staff members. (see Anaphylaxis Policy)
- First Aid Training and Asthma Training will be provided biannually for all staff members (see Asthma Policy)

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, 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, Templeton Primary School will notify parents/carers by phone call and completed incident report.
- If First Aid is administered for a significant injury or condition, or in an emergency, 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 Templeton 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 treatment, as they can mask signs of serious illness or injury.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Approved by	Principal
Next scheduled review date	2027