



FIRST AID POLICY

PURPOSE

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

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Goonawarra Primary School's trained first aid officers are:

Note: these dates are dates of training completed not dates of expiration

Staff Member	First Aid Training	CPR Training
Deb Pearson	Jan 18	Aug 19
Dyan Vickery	May 18	Aug 19
Sam Bonello-Condon	Aug 17	Aug 19
Sandi Cassinides	Aug 17	Aug 19
Steph Coakley	Aug 17	Aug 19
Carla Cropley	Aug 17	Aug 19
Tahlia Dwyer	Aug 17	Aug 19
Michael Fitzclarence	Aug 17	Aug 19
Ewen Hildebrand	Aug 17	Aug 19
Steph Ireland	Aug 17	Aug 19
Lori Nichols	Aug 17	Aug 19
Amber Parmley	Aug 17	Aug 19
Sonja Procek	Aug 17	Aug 19
Lisa Teuma	Sept 18	Aug 19
Breanna Thomas	Aug 17	Aug 19
Kellie Trevaskis	Aug 17	Aug 19
Sue Lavars	Aug 17	Aug 19
Jane Alexander	Aug 17	Aug 19
Michelle Cassell	Aug 17	Aug 19
Renee Cek	Sept 18	Aug 19
Ange Egglestone-Smith	Aug 17	Aug 19



First aid kits

Goonawarra Primary School will maintain:

- A major first aid kit which are stored in the First Aid Room.
Eight 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

The first aid officer 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 to the first aid officer 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 on 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, Goonawarra Primary School will notify parents/carers by a note home with the student and/or phone call.
- 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, staff at Goonawarra Primary School will:
 - record on Compass
 - 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 1800 126 126.



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. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

- [School Policy and Advisory Guide:](#)
 - [First Aid](#)
 - [First Aid Needs](#)
 - [First Aid Rooms](#)
 - [Major First Aid Kits](#)
 - [Portable First Aid Kits](#)
 - [School Nurses & First Aid Coordinators](#)

- [OHS Management System – First Aid and Infection Control,](#)

where you can find:

- [First Aid and Infection Prevention and Control Procedure](#)
- [First Aid Risk Assessment Template](#)
- [Guidelines for Hepatitis](#)
- [First Aid Summary Sheet](#)
- [First Aid Contents Checklist](#)
- [Safe Work Procedure-Cleaning and Handling of Blood and Bodily Fluids](#)

- [Department of Health and Human Services Disease Information and Advice](#)

Medical information can be sort from local Medical Practitioners

- Medication Authority Form – from the General Office

ATTACHMENTS

Attachment 1: injury/illness notification form

REVIEW CYCLE

This policy was last updated in March 2019 and is scheduled for review in March 2020.



Attachment 1: injury/illness notification

ILLNESS/INJURY NOTIFICATION

DATE: _____ TIME: _____

NAME: _____ GRADE: _____



Dear Parent/Guardian,

Today your child received first aid attention. He/She

- | | | |
|--|---|--|
| <input type="checkbox"/> received a minor knock to the head | <input type="checkbox"/> ASTHMA | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Received a knock to the face | | |
| <input type="checkbox"/> complained of cold symptoms | <input type="checkbox"/> complained of a headache | <input type="checkbox"/> complained of abdominal pains |
| <input type="checkbox"/> vomited/diarrhoea | <input type="checkbox"/> received a knock/bruising | <input type="checkbox"/> was stung /bitten |
| <input type="checkbox"/> had a nose bleed | <input type="checkbox"/> jammed finger | <input type="checkbox"/> suffered from rash/sores |
| <input type="checkbox"/> complained of something in right/left eye | <input type="checkbox"/> hurt ankle/foot/leg/knee/hand/wrist/arm/elbow/back | <input type="checkbox"/> received cut /graze |

If your child sustained a head injury, you are advised to seek medical assistance if the following symptoms appear: headaches, nausea and or vomiting, uneven pupils, loss of or blurred vision, poor clouding of consciousness, loss of memory for events before or after the injury.

TREATMENT

- | | | |
|---|---|---|
| <input type="checkbox"/> Ventolin as per Asthma Plan | <input type="checkbox"/> Icepack/cold compress applied | <input type="checkbox"/> Eye wash |
| <input type="checkbox"/> Allowed to rest | <input type="checkbox"/> Child was fine when leaving sick bay | <input type="checkbox"/> Cleaned/covered |
| <input type="checkbox"/> Had medication administered- (form supplied) | | <input type="checkbox"/> Contact by phone attempted |

Further comments: _____

Staff Member on duty: _____