

Caulfield South Primary School

**C.S.P.S.
Policy**

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- 3.9B*
- *Asthma Policy – 3.9C*

POLICY

From time to time CSPS 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 CSPS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Fifteen staff members are trained in Level 2 first aid. CPR updates occur annually.

CSPS employs a trained First Aid Officer between the hours of Mon – Thurs 9:45am – 3:15pm and Fri 10am and 3:15pm.

First aid kits

CSPS will maintain several first aid kits which are available for excursions, sport, camps etc.

The trained 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 will be directed to the first aid room and monitored by the first aid officer. 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 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.
- First Aid will be administered for all head injuries and parents / emergency contacts will be contacted by the school via phone, regardless of the severity of the head injury.
- If first aid is administered for a minor injury or condition, CSPA will notify parents/carers by Sentral receipt or note. Students are to take this note home to their parents.
- 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 CSPA 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 treatments. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES:

ANAPHYLAXIS POLICY

ASCA- ASCIA First Aid Plans for Anaphylaxis (ORANGE)

- ASCIA Action Plan for Allergic Reactions (GREEN) 2020
- ASCIA Action Plan for Anaphylaxis (RED) 2020 EpiPen®
- ASCIA Action Plan for Anaphylaxis (RED) 2020 Generic

ASTHMA POLICY

EVALUATION

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3 years. The review will include input from students, parents/carers and the school community.