



BELLE VUE PRIMARY SCHOOL 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 are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Belle Vue Primary School's trained first aid officers are:

- Carl Ward (10 March 2017)
- Brigitte Raymond (10 March 2017)
- Rachael De Prada (10 March 2017)
- Andria Piacentini (10 March 2017)
- Leanne Anstee (10 March 2017)
- Loree Spong (10 March 2017)
- Andrew Robinson (10 March 2017)
- Clare Woodhouse (10 March 2017)
- Annette Bruce (10 March 2017)
- Carney Kucharski (10 March 2017)

First aid kits

Belle Vue Primary School will maintain:

- Two major first aid kits are stored in the first aid room. One of these can be used for camps or excursions.
 - The school has 4 portable first aid kits (bum bags) which may be used for excursions, camps, or yard duty. The portable first aid kits are stored in the first aid room (close to the junior playground) and a signed cupboard in the new building (close to the senior playground).

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 first aid room 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 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, Belle Vue Primary School will notify parents/carers by sending a note home to parents/carers.
- 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 Belle Vue 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 treatments. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

- Belle Vue Primary School First Aid Policy
- Belle Vue Primary School Anaphylaxis and Emergency Management Policy
- Belle Vue Asthma Policy
- Belle Vue Primary School Administration of Medication Policy

REVIEW CYCLE

Date	Version Number:	Update information	Next Review:
25 March 2014	1.0	N/A	July 2016
31 August 2016	2.0	Changes in line with DET Guidelines including specific mention of School Anaphylaxis Policy	August 2018
2 August 2019	3.0	Changes in line with DET template (February 2018). This document now includes Care for Ill Students (former policy).	August 2023