



ANDERSONS CREEK
PRIMARY SCHOOL

Anderson's Creek Primary School
School Number: 5104

FIRST AID POLICY

APPROVED: ACPS SCHOOL COUNCIL

ENDORSED AT: MAY 2020 SCHOOL COUNCIL MEETING

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DOCUMENT CONTROL

VERSION NO	ISSUE DATE	AUTHOR	AMENDMENT
1.0	February 2015	Education Sub-Committee	Draft
2.0	May 2020	Education Sub-Committee	

Anderson’s Creek Primary School is committed to the health and wellbeing of all our students. We endeavour to ensure that all students are healthy and safe whilst at school and that incidents and health issues of individuals are addressed appropriately. All students have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

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 schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time, Anderson’s Creek 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 Anderson’s Creek Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Anderson’s Creek Primary School trained first aid officers:

One staff member will be appointed the First Aid Officer.
All staff will be trained to a level 2 first aid certificate and all staff will have up-to-date CPR qualifications.

First aid kits

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Anderson’s Creek Primary School will maintain:

- 3 major first aid kits.
- 3 portable first aid kits which may be used for excursions, camps, or yard duty.
- All 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 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, Anderson’s Creek Primary School staff will notify parents/carers by either sending a note home to parents/carers, via email or by 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, Anderson’s Creek Primary School will:

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- 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.

Our school’s trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training and is reviewed annually.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

- [Administration of Medication Policy](#)
- [Anaphylaxis Policy](#)
- [Asthma Policy](#)
- [Duty of Care Policy](#)
- [Health Care Needs Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May, 2020
Approved by	Principal
Next scheduled review date	May, 2023