



# First Aid Policy

**Created:**

July 2024

**Review Date:**

July 2028

**Approved:**

Principal

## PURPOSE

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

## SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

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

\Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

### First aid kits

Macedon Primary will maintain:

- A major first aid kit which will be stored first aid room
- Six portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  - First Aid Room

The administration staff 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 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, Macedon Primary will notify parents/carers by sending a note home to parents/carers, email 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 Macedon Primary will:
  - record the incident in first aid register.
  - if first aid was administered in a medical emergency, report the incident in CASES21 and 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**

Macedon PS - Administration of Medication Policy

Macedon PS - Asthma Policy

## Macedon PS - Anaphylaxis Policy

[About | Macedon Primary School \(macedonps.vic.edu.au\)](http://macedonps.vic.edu.au)

### REVIEW CYCLE

This policy was last updated on 31 July 2024 and is scheduled for review in July 2028.

### Version History

Date	Old wording	New wording
July 2024	Macedon Primary's trained first aid officers are:  Julie Stein-Reeves 23-11-2017  Matthew Forrest 01-09-2017  Kirstie Hall 14-02-2019  Emma Tuck 24-02-2018	Macedon Primary's trained first aid officers are:  Julie Stein-Reeves  Emma Tuck  Salina Chamerski  Kirstie Hall
July 2024	<a href="#">Administration of Medication - Policy June 2020.docx</a> <a href="#">Health Care Needs - Policy June 2020.docx</a>  <a href="#">Asthma - Policy - June 2020.docx</a>  <a href="#">Anaphylaxis policy</a>	Macedon PS - Administration of Medication Policy  Macedon PS - Asthma Policy  Macedon PS - Anaphylaxis Policy  <a href="http://macedonps.vic.edu.au">About   Macedon Primary School (macedonps.vic.edu.au)</a>  Link went to old policies