



SORRENTO PRIMARY SCHOOL FIRST AID POLICY

Tabled at School Council: May 2020

Next Review Date: May 2023

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

Sorrento Primary School's trained first aid officers are:

- | | |
|--------------------|---------------|
| • Julie Baldwin | February 2020 |
| • Jess Bannister | February 2020 |
| • Lenka Brereton | February 2020 |
| • Aaron Catalan | February 2020 |
| • Meg Dallas | February 2020 |
| • Meigan Dickinson | February 2020 |
| • Roxanne Elder | February 2020 |
| • Susan Elhage | February 2020 |
| • Pru Ferguson | February 2020 |
| • Hannah Jovanovic | February 2020 |
| • Will Lewis | February 2020 |
| • Heather Martin | February 2020 |
| • Kym McCarthy | February 2020 |
| • Kyanne O'Grady | February 2020 |
| • Briony Pitt | February 2020 |
| • Leanne Reddall | February 2020 |
| • Michelle Richens | February 2020 |
| • Zoe Richey | February 2020 |

- Erika Saeki February 2020
- Andrea Skelton February 2020
- Angela Sorbara February 2020
- Lisa Weine February 2020
- Niki White February 2020
- Kate Wills February 2020

First aid kits

Sorrento Primary School will maintain:

- A major first aid kit which will be stored in the Sick Bay.
- Six portable first aid kits which may be used for excursions or camps and three smaller first aid kits which may be used for yard care. The portable first aid kits will be stored in the cupboard opposite the Sick Bay and the smaller first aid kits on the outside of the cupboard opposite the Sick Bay.

Briony Pitt and Erika Saeki 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, Sorrento Primary School will notify parents/carers by email (sent via Compass).
- If first aid is administered for a head injury, 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, Sorrento Primary School will:
 - record the incident in 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 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 treatment. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

- *Health Care Needs Policy*
- *Asthma Policy*
- *Distribution of Medication Policy*
- *Anaphylaxis Policy*