

# CPS 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 is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

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

Carnegie Primary School's trained first aid officers are:

Suzy Bolger	Expires October 2023	Pip Sciffer – ES officer	Expires August 2022
Kate Lawerson	Expires October 2023	Annie Easthope- ES officer	Expires August 2022
Janette Taylor	Expires October 2023	Molly Wakeham – ES officer	Expires August 2022
Amy Carhart	Expires October 2023	Suzie Dawe – ES officer	Expired April 2021
Dallas O'Brien	Expires October 2023	Stephen Chilver	Expires May 2024
Josh Acklom	Expires October 2023	Marg Roberts– ES officer	Expires May 2024
Anna Remfry	Expires October 2023	Kae Slattery– ES officer	Expires May 2024
Amanda Miller	Expires August 2022	Michelle Tyzack– ES officer	Expires May 2024
Peta Bourke	Expires August 2022	Selina O'Sullivan– ES officer	Expires May 2024
Amy Travers	Expired April 2021	Joel Pollard	Expires May 2024
Genevieve Murtagh	Trained Nurse		

## **First aid kits**

Carnegie Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room
- 3 portable first aid kits which may be used for excursions or camps. The portable first aid kits will be stored in the First Aid Room.
- The principal or teacher with First Aid responsibilities will be responsible for maintaining all first aid kits.
- Teachers will also have bum bags with minimal supplies for on the spot minor incidents.

## **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 administration area of the school where they will be 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, Carnegie Primary School will document this in the incident book housed in the first aid room.
- 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 practicable.
- 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 Carnegie 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

Health Care Needs policy

Administration of Medication policy

Anaphylaxis policy

Asthma policy

This policy was last updated in June 2021 and is scheduled for review in June 2024

<b>Recommended Review cycle</b>	3-4 years
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