



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

St Kilda Primary School's trained first aid officers are:

Name	Date qualified to
Alexandra Davine	30.4.2022
Amanda Loder	30.4.2022
Andrew Pearl	30.4.2022
Billie Cusack	30.4.2022
Cassandra King	30.4.2022
Cathy Davis	30.4.2022
Christine Borcek	30.4.2022
Danny Thomas	30.4.2022
David Baker	30.4.2022
Dayna Roy	30.4.2022
Dylan Taylor	30.4.2022
Eleonora Ilari	30.4.2022
Elizabeth Reus	30.4.2022
Emma Bayly-Stark	30.4.2022
Eric McCann	30.4.2022
Greg Shew	30.4.2022
Jackie Netherway	30.4.2022
Jacqui Thompson	30.4.2022
James Clapham	30.4.2022
Jess Hankinson	30.4.2022
Arly Hocking	30.4.2022
Jo O'Malley	30.4.2022

Kate Rees	30.4.2022
Katie Ahearn	30.4.2022
Laura Keays	30.4.2022
Linda Grof	30.4.2022
Lisa Smith	30.4.2022
Louisa Kenne	30.4.2022
Mary Lister	30.4.2022
Matthew Pike	30.4.2022
Melissa Wedd	30.4.2022
Michael Johnstone	30.4.2022
Michael Rankin	30.4.2022
Michael Rennie	30.4.2022
Michelle Flynn	30.4.2022
Milly Trevorah	30.4.2022
Mollie Buxton	30.4.2022
Rachel Nicholls	30.4.2022
Sasha Curtain	30.4.2022
Shen Fulton	30.4.2022
Sue Higgins	30.4.2022
Vivien Gannon	30.4.2022

First aid kits

St Kilda Primary School will maintain:

- A major first aid kit which will be stored in sick bay
- 4 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in a labelled cupboard in the sick bay

Kate Rees (School Nurse) 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. This includes phoning for an ambulance. The school will not be responsible for associated costs.

- 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, St Kilda Primary School will notify parents/carers by either sending a note home to parents/carers 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 St Kilda Primary School will:
 - record the incident on Sentral
 - 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 provided as a standard first aid treatment. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

Please refer to the school website Policy Page for more information

REVIEW CYCLE This policy was last updated on May 2019 and is scheduled for review in May 2022 (when the whole school training will expire, end of April 2022)