

# 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 is provided for in our school's:

- Anaphylaxis Policy
- Asthma Policy

## POLICY

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

Rowellyn Park Primary School's trained first aid officers are:

Staff Member	Training Completed	Date Qualified To
Sheree Bolger	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Jake Macaulay	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Kylie Clark	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Debbie Gillard	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Beth Hands	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Hugh Hunt	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Sharon Baker-Davis	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Cathy Lade	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021



Sharon McDonald	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Janine Milano	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Gladwyn Roberts	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Lachlan Robinson	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Jenny Sinclair	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Alistair Sproal	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Tina Tai	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Kylie Tonizzo	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
June Wilkins	2016: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Sue Veldman	2017: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Lisa Lever	2017: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/06/2021
Andrea Brisbane	2017: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Libby Sargent	2020: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Melissa McCann	2020: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Libby Hall-McNish	2020: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Melissa Warren	2020: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Sally Robinson	2020: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Elizabeth Cole	2020: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Natalia Contreras	2020 HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021



Heidi Dhiman	2020: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Nicole Haretuku	2020: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Vanessa Collins	2020: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021
Donna Gardiner	2020: HLTAID001; HLTAID003; 22282VIC; 22300VIC	01/07/2021

### ***First aid kits***

Rowellyn Park Primary School will maintain:

- A major first aid kit which will be stored in the Sick Bay in the administration building.
- 4 portable first aid kit back packs which may be used for excursions, camps. The portable first aid kits will be stored:
  - In the Sick Bay in the administration building
- 6 bumbag first aid kits which can be used for small group activities. These portable first aid kits will be stored:
  - In the Sick Bay in the administration building

Jenny Sinclair, School 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 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, Rowellyn Park Primary School will notify parents/carers by a phone call, and a Compass notification.

- 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 Rowellyn Park Primary School will:
  - record the incident on CASES21/Compass
  - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.
- Students will be discharged from the First Aid room either into the care of their parents if they are deemed unfit to remain at school, or into the care of their teacher if they have recovered sufficiently. Students are not permitted to discharge themselves.
- Entry and exit times are recorded in Compass by the duty officer.

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.

## PROVISION OF ROUTINE CARE AND FIRST AID – COVID 19

DET advises that:

Physical distancing is not practical when providing direct care. In this situation standard precautions, including hand hygiene, are important for infection control.

### *At our school:*

- Standard precautions as per DET [Infectious Diseases policy](#) and First Aid Policy will be followed when providing first aid. For example, we will use gloves and an apron when dealing with blood or body fluids/substances.
- Hand hygiene will be practised before and after performing routine care or first aid.
- Additional Personal Protective Equipment (PPE), for example face masks, is not required to provide routine care or first aid for students who are well, unless such precautions are usually adopted in the routine care of an individual student.

## FURTHER INFORMATION AND RESOURCES

Administration of Medication

Asthma

Anaphylaxis

Health Care Needs

COVID 19 Return to School

## REVIEW CYCLE

Date Implemented	July 2019
Author	

Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Assistant Principal
Review Date	July 2021
References	

