

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

The Austin School's trained first aid officers are:

Name	Trained
Di Domencia, Matthew	July 2018
Furlong, Jacinta	July 2018
Kelly, Kylie	July 2018
King, Chris	July 2018
Panayides, Stelio	July 2018
Pittard, Kylie	July 2018
Richards, Jenny	July 2018
Spargo, Ros	July 2018
Stewart, Greg	July 2018
Sudano, Nicole	July 2018
Zoch, Melissa	July 2018

First aid kits

The Austin School will maintain:

- A major first aid kit which will be stored in the staffroom.
- 2 portable first aid kits which may be used for excursions or yard duty. The portable first aid kit will be stored:
 - In the LEAP teachers room

- Administration Office

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 a quiet space or breakout room in their classroom and monitored by staff. Depending on the nature of their symptoms,

- For outpatient students staff may contact parents/carers or an emergency contact person to ask them to collect the student.
- For inpatient students unit/ ward staff may be contacted 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.
- For outpatient students: 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.
- For inpatient students: Staff may also contact unit/ ward staff in an emergency situation.
- If first aid is administered for a minor injury or condition, The Austin School will notify:
 - Inpatient- unit via phone
 - Outpatient- parents/carers by phone or email/ sending a note home to parents/carers.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers/ unit or ward staff 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/ unit or ward staff, 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 The Austin 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.
 - if inpatient inform unit or ward staff

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,
Medication,
Anaphylaxis,
Asthma Policy

REVIEW CYCLE

This policy was last updated on September 2020 and is scheduled for review in September 2023. It was presented to School Council in September of 2020.