First Aid Policy

Help for non-English speakers

If you need help to understand the information on this policy, please contact 8560 6079

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 Dohertys Creek P-9 College 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 Dohertys Creek P-9 College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

A record of staff training course and certificates will be maintained in the staff docs folder in the first aid room. An electronic copy of staff training certificates is saved to Dohertys Creek P-9 College user drive and updated regularly on a staff registers spreadsheet. The record includes the names of staff who have undertaken the training course and the date the training is due for renewal.

Dohertys Creek P-9 College's trained first aid officers are:

Staff Name	Training Date
Kirstyn Eadie	15/01/2024
Annabelle Gornia	20/04/2023
Latha Rutalla	18/03/2022

Virginia Jowett	09/08/2023
Elizabeth Portelli	24/04/2024
Samantha McDonald	11/03/2022
Emma Martin	24/04/2024
Craig Weise	24/05/2023
Jessica De Bono	12/04/2022
Jessica McCourt	24/05/2023
Thea Canonigo	24/04/2024
Ashley Pike	02/12/2022
Nikki Gibson	01/03/2022
Elysia Mitchell	24/04/2024
Sandeep Kaur	24/04/2024
Jacob Bodna	24/01/2024
Gabrielle Semaan	26/02/2023
Nicholas James	24/04/2024
Neville Stevens	26/08/2022
Racheal Puopolo	24/04/2023
Sharmeen Atker	17/03/2022
Heather Gorman	24/04/2024
Conrad Cruz	24/04/2024
Tupou Pirangi	24/04/4024

First aid kits

Dohertys Creek P-9 College will maintain:

- A major first aid kit which will be stored the first aid room cupboard.
- 5 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the first aid room.
- Classroom first aid kits.
- Yard duty bags will also have a basic stock of first aid supplies (eg. Bandaids) for treatment of minor injuries

The first aid officer will be responsible for maintaining all first aid kits & supplies in yard duty bags.

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 first aid room 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 room/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: First aid rooms and sick bays.

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, Dohertys Creek P-9 College will notify parents/carers by sending an email 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 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 Dohertys Creek P-9 College will:
    - record the incident on Compass and Cases21 and/or Edusafe plus.
    - if first aid was administered in a medical emergency, follow the Department's Reporting and Managing School Incidents Policy, including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126.
    - Reporting on Edusafe+, Cases21, compass and notifying worksafe as necessary.

In accordance with Department of Education and Training policy, 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. For further information refer to the Department's Policy and Advisory Library: Medication

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- **Asthma**
- **Health Care Needs policy**
- **First Aid Policy**
- **Anaphylaxis**
- **Administering Medication Policy**

REVIEW CYCLE

Policy last reviewed	19th April, 2024
Approved by	Principal
Next scheduled review date	Apr 2027