



No. 4314

# Chatham Primary School

Weybridge Street, Surrey Hills Victoria 312

Telephone: (03) 9830 1933

Facsimile: (03) 9830 1798

Email: [chatham.ps@edumail.vic.gov.au](mailto:chatham.ps@edumail.vic.gov.au)

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

Chatham Primary School's trained first aid officers are:

Bincy Thomas, Karen Smith, Judy Holland, Siobhan Johnson, Kirstie Briggs, Tim Clarke, Jessica Wilson, Sue Minshull, Zac Barry, Lisa Gilbert and Christopher Moore. All staff were trained on the 30<sup>th</sup> January 2019.

#### First aid kits

Chatham Primary School will maintain:

- A major first aid kit which will be stored in the Sick Bay
- One portable first aid kit which may be used for excursions, camps, or yard duty. The portable first aid kit will be stored:
  - In the Sick Bay

Bincy Thomas and Karen Smith 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, Chatham Primary School will notify parents/carers by sending a note home to parents/carers or via 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 Chatham 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

**REVIEW CYCLE**

This policy was last updated in 2019 and is scheduled for review in 2020

School Council President: 

School Principal: 

Date: 19<sup>th</sup> September '19

As approved by the School Council meeting of 16<sup>th</sup> September 2019