

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 Wooranna 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 Wooranna Park Primary School has sufficient staff with the appropriate levels of first aid training

to meet the first aid needs of the school community.

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

First Name	Surname	First Aid Level 2 HLTAID0002 Expiry	CPR HLTAID001 Expiry	Anaphylaxis 22099VIC Expiry	Asthma 22282VIC Expiry
Kaynan	Amarasekera	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Alice	Avraam	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Sue	Bitzios	3/08/2021	3/08/2021	3/08/2021	3/08/2021
Samantha	Bond	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Mary	Boutros	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Mel	Brighton	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Jena	Carswell	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Lauren	Christiansen	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Barb	Cinar	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Allison	Esmonde	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Rita	Estrada	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Tracy	Fisher	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Vesna	Grkinjic	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Lucia	Hetherington	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Victor	Jeffrey	13/10/2023	13/10/2023	13/10/2023	13/10/2023

Wah	Kam	26/07/2021	26/07/2021	26/07/2021	26/07/2021
Brian	MacMillen	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Felix	Meagher	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Vanessa	Moodie	27/04/2021	27/04/2021	27/04/2021	27/04/2021
Melissa	Nasser	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Helen	Overmars	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Michelle	Price	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Gabrielle	Schwarze	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Tanja	Supljeglav	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Jess	Thaller	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Samantha	Tonkin	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Philippa	Varszeghy	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Sapna	Vats	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Miron	Vujadinovic	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Suraya	Yawari	13/10/2023	13/10/2023	13/10/2023	13/10/2023
Nicole	Zerella	27/03/2022	27/03/2022	27/03/2022	27/03/2022
Kaynan	Amarasekera	13/10/2023	13/10/2023	13/10/2023	13/10/2023

First aid kits

Wooranna Park Primary School will maintain:

- A major first aid kit which will be stored in the school first aid room/sick bay
- 5 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in the first aid room/sick bay

Ness Moodie 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 first aid room/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, Wooranna Park Primary School will notify parents/carers by written notice.
- 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 Wooranna Park 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

Refer to the school’s *Health Care Needs, Administration of Medication, Anaphylaxis Management, Asthma* policies

REVIEW CYCLE

This policy was endorsed by the Wooranna Park Primary School Council on 18 May 2021 and is scheduled for review in April 2024 or as required.