

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 provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Kallista Primary School's trained first aid officers are listed at the end of this policy.:

First aid kits

Kallista Primary School will maintain:

- A major first aid kit which will be stored Sick Bay
- Two backpack portable first aid kit/s and one bumbag kit, which may be used for excursions, camps, or yard duty are stored in Security Room.
- Two yard duty bumbag kits in staffroom.

Office Administration Assistant 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 office staff, and Principal. 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, Kallista Primary School will notify parents/carers by sending a note home to parents/carers and by phone call if they require medical attention or are too sick to stay at school
- 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. Parents will be contacted and must be spoken to if the child has had a head injury, or suspected, possible broken bone.
- 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 Kallista 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

See other local policies, including *Administration of Medication, Anaphylaxis, Asthma*



FIRST AID TRAINING -- 2019

TRAINING PROVIDER FOR 2019 is Healthguard.

Contact details over page. Phone- 97294272

22300VIC Course in First Aid Management of Anaphylaxis

TRAINED STAFF MEMBER	DATE OF TRAINING- UPDATE IN 12 MONTHS
Chris Finighan	Wednesday 11 Sept, 2019
Grant Cameron	Wednesday 11 Sept, 2019
Nicole Caller	Wednesday 11 Sept, 2019
Deborah Alter-Rasche	Wednesday 11 Sept, 2019
Staf Acatos	Wednesday 11 Sept, 2019
Georgie Ruzyla	Wednesday 11 Sept, 2019
Linda Van galen	Wednesday 11 Sept, 2019
Kirsten Greenall	Wednesday 11 Sept, 2019
22303VIC course in Verifying the Correct Use of Adrenaline Auto Injector Devices. Chris Finighan Greg Malone	Both trained on- Wednesday 11 September 2019
Full day course	HLTAID004
(Which includes anaphylaxis)	
TRAINED STAFF MEMBER	DATE OF TRAINING- UPDATE IN 3 years
Sonja Winkler	12 August 2019
Greg Malone	12 August 2019
Peter Apostolopoulos	12 August 2019
Hilary Morris	12 August 2019

HLTAID001 Provide cardiopulmonary resuscitation

Completed on Aug 1st 2019

To be updated next August 2020

Staff in red competency achieved.

Staff in black cancelled

RUZYLA Georgina NR - Cancelled

SHARPE Catherine NR - Cancelled

VAN GALEN Linda NR - Cancelled

BULUT Vesna NR - Cancelled

***ALTERRASCHE**

Deborah Jane (On

File)

20 - Pass / Competency Achieved

***BAGULEY** Meagan (On

File)

20 - Pass / Competency Achieved

***CALLER** Nicole Sue (On

File)

20 - Pass / Competency Achieved

***CAMERON** Grant Thomas (On

File)

20 - Pass / Competency

Achieved

***EKLUND** Kylie Elizabeth (On

File) 20 - Pass / Competency

Achieved

***FINIGHAN** Christine Wendy (On

File)

20 - Pass / Competency Achieved

***GREENALL** Kirsten (On

File)

20 - Pass / Competency Achieved

***NADJI** Katharine Jane (On

File)

20 - Pass / Competency Achieved

***WATSON** Lisa

20 - Pass / Competency

Achieved

***WITTMANN** Sonja Maria 20X - Competent but no USI



NOTES- The HLTAID004 certificates last for three years with CPR needing to be updated annually. They can however complete the continuous education program, which while they are completing their CPR they can also do an update of their first aid. Completing this program annually means they will not have to complete the full course again.

The Versifiers course lasts for three years, and the E Training needs to be completed after two years - refer to page 15 of your Anaphylaxis Guidelines book.

REVIEW CYCLE

This policy was last updated on October 21, 2019 and is scheduled for review in October, 2021