

# CAMPBELLFIELD HEIGHTS PRIMARY SCHOOL

## 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 schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

### POLICY

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

Campbellfield Heights Primary School trained first aid officers: See Attached

### First aid kits

Campbellfield Heights Primary School will maintain:

-A major first aid kit which will be stored in the first aid room.

-Two 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.

The Office Manager – Fiona Wilson 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 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 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, Campbellfield Heights Primary School will notify parents/carers by 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 or emergency contacts as soon as reasonably practical.
- Any head injuries will be reported to parents by phone and with an additional note informing parent/care giver what to look out for after a head knock.
- 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 major first aid treatment has been administered to a student Campbellfield Heights 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

*Administration of Medication, Anaphylaxis, Asthma Policy*

#### REVIEW CYCLE

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on the **19<sup>th</sup> February 2020**

*Signed by:*

*School Council President:* \_\_\_\_\_ *Faye Khalil*

*Principal:* \_\_\_\_\_ *(Jo Howard)*

*Date: 20<sup>th</sup> February 2020*

## FIRST AID OFFICERS 2020

### General

LOCATION ADDRESS: Laurel Cres, Campbellfield VIC 3061

NEAREST CROSS STREET: Mason Street

LOCATION OF FIRST AID ROOM: Behind the Administration Office



### Victorian Poisons Information Line

Available 24 hours a day, 7 days a week on **13 11 26** or call **000** in an event of an Emergency

**First Aid Officers – Completed Provide First Aid (HLTAID003)**

			
<i>Jo Howard Principal's Office Telephone Extension 101</i>	<i>Anna Verzulli Student Support Office Telephone Extension 102</i>	<i>Fiona Wilson Main Office Telephone Extension 104 Due 2019</i>	<i>Susie Bellizia AP Office Telephone Extension 105 Due 2019</i>
			
<i>Karen Bolton Main Office Telephone Extension 103</i>	<i>Kellie-Marie Gaskell Building A Due 2019</i>	<i>Yvonne Gillespie Building B 131 Extension</i>	<i>Melissa Smiley</i>
			
<i>Louise Cogley</i>	<i>Christine Prantalos</i>	<i>Najat Shamoon</i>	<i>Karen Facciolo</i>



*Rebekah Volpe*

*All first Aid officers have completed Level 2 first aid certificate in 2019*