



# Menzies Creek 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*

### **Implementation**

From time to time staff might need to administer first aid to students at school or school activities.

Families should be aware that the goal of first aid is not to diagnose or treat a condition.

### **Staffing**

The principal will ensure that our school has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our trained first aid officers are:

See attached list

### **First aid kits**

Menzies Creek P.S will maintain:

- A major first aid kit which will be stored in the Sick Bay.
- Our 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:
  - Sick Bay

Administration assistant will be responsible for maintaining all first aid kits.



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### **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 families 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 family 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, Menzies Creek P.S will notify families by text via Compass or phone call.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact families 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 families, 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 Menzies Creek 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**

Emergency Telephone Numbers

Poisons Information Service

13 11 26



# Menzies Creek Primary School

## First Aid Policy

Ambulance

000

Related local polices

*Administration of Medication,  
Anaphylaxis,  
Asthma*

### **REVIEW CYCLE**

This policy was last updated on August 2019 and is scheduled for review in August 2023

**Principal:** Tanya Cooke

**School Council President:** Rowan Coxhead