



# 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:

- Dale McInerney
- Kate Keys
- Nicole Leary

All Staff are trained in in First Aid HLTAID011 with updated CPR

### **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
  - Front Office - Yard duty kits only.

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.

Our school follows the Department's policy and guidance in relation to our sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

### **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 a student has been admitted to first aid room for treatment to be administered Menzies Creek Primary School will:
  - record the incident on Compass.
  - 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 treatment. This is because they can mask signs of serious illness or injury.



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This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

### **FURTHER INFORMATION AND RESOURCES**

Emergency Telephone Numbers	
Poisons Information Service	13 11 26
Ambulance	000

Related local policies

*Administration of Medication,  
Anaphylaxis,  
Asthma*

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	May 2023
Approved by	Principal
Next scheduled review date	May 2027



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### **Staff trained in First Aid HLTAID011**

All staff

### **Updated CPR HLTAID009**

All Staff

### **Staff trained in administering an EpiPen.**

Dale McInerney

Kate Keys

Daniel Sutera

Mandy Rudeforth

Sonya McLeod