

## CASTLEMAINE NORTH PRIMARY SCHOOL

### FIRST AID POLICY 2020-2023

This policy does not have to be approved by School Council as it is operational. We choose to present this policy to School Council for noting.

#### **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 Management Policy*
- *Asthma Management Policy*

#### **POLICY:**

From time to time Castlemaine North PS 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 Castlemaine North PS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

The OHS guidelines state that for a "low-risk" workplace such as a primary school, we require 4 Trained Officers for our numbers (200-399 – staff and students total).

4. Minimum First Aid Facilities – also refer to School Policy and Advisory Guide - Student Health and First Aid and WorkSafe Victoria Compliance Code – First aid in the workplace			
Site Characteristics	Minimum first aid requirements - <i>The minimum acceptable level of training is HLTAID003 Provide First Aid</i>		Tick
Less than 50 employees (and students)	1 first aid officer	1 first aid kit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
50 - 199 employees (and students)	2 first aid officers	4 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
200 - 399 employees (and students)	4 first aid officers	6 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

#### **First Aid kits:**

Castlemaine North PS will maintain:

- A major first aid supplies cupboard which will be stored in the Sick Bay.
- A portable First Aid Kit for each building, which may also be used for excursions and camps, as well as at least one portable kit to be stored in the Sick Bay. A minimum requirement of 6 for the school.
- A Staff Member will be designated to ensure the First Aid supplies are maintained.

#### **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 Office/Yard Duty teacher and/or to the Sick Bay, where they will be 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, Castlemaine North PS will notify parents/carers by:
  - a) Sending home a “First Aid” slip from the Sick Bay folder.
  - b) Calling parents to notify them of any head/face/neck bumps or falls. Students do not necessarily have to be sent home for these incidents, but parents must be notified.
- 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.
- **For major accidents/injuries, for example, broken bone, the staff member in attendance will complete a CASES21 Incident Notification Form and submit to the Business Manager to log online. (see Appendix 1).**
- 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.
- Incidents to staff may also be notifiable under Work Safe. All incidents involving staff must be reported to administration.

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.

**OTHER RELATED POLICIES:**

- Anaphylaxis Management Policy
- Asthma Management Policy
- Medication Management Policy

**EVALUATION:**

This policy is to be reviewed triennially as part of the School Leadership Team/Staff meeting schedule.

**This policy was presented to School Council in June 2020**

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**(Principal)**

**(President of School Council)**

**Date:** June 2020

**Review Cycle Date:** 2023

**APPENDIX 1**

**CASES21 INCIDENT NOTIFICATION FORM**

School Name/Location:	School Number:
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**BRIEF ACCOUNT OF INJURY**

Details of Incident: _____	
Accident Date:	Accident Time:

**ACTIVITY (GENERAL & DETAILED)**

1. Chemical Use 2. Manual Handling, Lifting 3. Sports/Physical Education ( <i>Athletics, Basketball, Cricket, Football-All Codes, Skating, Baseball, Gymnastics, Ball Games not Specified, Other Sports</i> )	4. Vehicle Use (Car, Bicycle, Bus, Other) 5. Machinery Use ( <i>Hand tools, Portable Power Tools, Other Machines</i> ) 6. Using Office Equipment 7. Curriculum Area ( <i>Arts Science, Technology studies, PE, Home Economics, Other</i> )	8. Fighting/Assault 9. Play General 10. Walking 11. Running, Jumping, Skipping 12. Accidental Contact by other Person 13. Other (Specify) _____ _____ _____
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**ACCIDENT DESCRIPTION**

1. Slip 2. Trip 3. Fall 4. Overexertion	5. Mental Stress 6. Collision 7. Crushing 8. Hit by Moving Object	9. Other (Specify) _____ _____ _____
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**ACCIDENT SITE (Indicate CAMPUS, if more than one CAMPUS)**

1. Sports Ground/Venue 2. Playground General 3. Playground Equipment 4. Classroom General 5. Chairs	6. Doors/Windows 7. Stairs/Steps 8. Paths/Walkways 9. Office Administration 10. Travel to / from School	11. Camp/Excursions 12. Other (Specify) _____ _____
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**STAFF ON DUTY**

Name _____
Number of Staff on Duty:

**INJURED PERSON**

Type: Student Staff Family Others ID (If Applicable):	Name:
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