

## 1. Definitions

- 1.1 DET – Department of Education and Training
- 1.2 Principal Nominee – School Nurse or designated First Aid Officer

## 2. Purpose

- 2.1 To ensure the school community understands our school's approach to first aid for students.

## 3. Scope

- 3.1 First aid for anaphylaxis and asthma are outlined in our school's:
  - 3.1.1 Anaphylaxis Policy; and
  - 3.1.2 Asthma Policy.

## 4. Policy

- 4.1 From time to time Coatesville PS staff might need to administer first aid to students at school or school activities.
- 4.2 Parents/guardians should be aware that the goal of first aid is not to diagnose or treat a condition.

### Staffing

- 4.3 The principal will ensure that Coatesville PS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.
- 4.4 Coatesville's trained first aid officers are:

Name	Expiry Date
4.4.1 Michael Jones	23.05.2021
4.4.2 Kirsty Page	23.05.2021
4.4.3 Margaret Kennedy	23.05.2021
4.4.4 Ailsa Bouch	05.06.2018
4.4.5 Sally-Anne Pepe	23.05.2021
4.4.6 Julie Kipps	23.05.2021
4.4.7 David Zuker	23.05.2021
4.4.8 Matt Cameron	02.03.2019
4.4.9 Jennifer Jakobi	23.05.2021
4.4.10 Tania Bonanno	23.05.2021
4.4.11 Hannah Henshaw	2021
4.4.12 Jarrad Camilleri	02.09.2020
4.4.13 Lauren Borg	23.05.2021
4.4.14 Deb McCooke	23.05.2021
4.4.15 Alison Kokkinos	2021

4.4.16	Gayle Morrish	23.05.2021
4.4.17	Megan Macfarlane	01.09.2020
4.4.18	Zoe Picton	23.05.2021
4.4.19	Rowan Henshaw	14.03.2020
4.4.20	Ryan Anthony	23.05.2021
4.4.21	Lauren Crockett	23.05.2021
4.4.22	Erika Browne	21.11.2019
4.4.23	Cam Azer	06.05.2019
4.4.24	Jemma Walker	23.05.2021
4.4.25	Kelly MacDonald	23.05.2021
4.4.26	Dakota Thompson	23.05.2021
4.4.27	Nick Richards	23.05.2021
4.4.28	Leah Taylor	23.05.2021
4.4.29	Katie Miliani	2021

### **First aid kits**

4.5 Coatesville PS will maintain:

- 4.5.1 A major first aid kit which will be stored in the Sick Bay.
- 4.5.2 Eight (8) portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits which will be stored in the Sick Bay.
- 4.5.3 The Principal Nominee will be responsible for maintaining all first aid kits.

### **Care for ill students**

- 4.6 Students who are unwell should not attend school.
- 4.7 If a student becomes unwell during the school day they may be directed to the sick bay and monitored by the Principal Nominee. Depending on the nature of their symptoms, staff may contact parents/guardians or an emergency contact person to ask them to collect the student.

### **First aid management**

- 4.8 Staff undertake annual training for CPR and Asthma.
- 4.9 Staff undertake six monthly training for Anaphylaxis.
- 4.10 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:
  - 4.10.1 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.
  - 4.10.2 In a medical emergency, staff may take emergency action and do not need to obtain parent/guardian consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
  - 4.10.3 Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) for medical advice. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
  - 4.10.4 If first aid is administered for a minor injury or condition, Coatesville PS will use their professional discretion regarding whether parents/guardians need to be notified.

- 4.10.5 If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/guardians or emergency contacts as soon as reasonably practical.
- 4.10.6 If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/guardians, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- 4.10.7 Whenever first aid treatment has been administered to a student Coatesville PS will record the incident internally.
- 4.10.8 Whenever emergency first aid treatment has been administered to a student Coatesville PS will report the incident to the Department's Security Services Unit on 03 9859 6266.

4.11 In accordance with guidance from the DET, 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.

## **5. Further Information and Resources**

- 5.1 Anaphylaxis Policy
- 5.2 Asthma Policy
- 5.3 Duty of Care Policy
- 5.4 Medications Policy

## **6. Evaluation**

- 6.1 This policy will be reviewed every two years as part of the school's regular policy review cycle.