

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 school:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Katandra 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.

(a) Staffing

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

Katandra School trained first aid officers are:

First Aid Training

Staff Member	Training Completed	Date Qualified To
Arinz, Yael	First Aid / CPR / Anaphylaxis	27/06/2020
O'Connor, Gaylene	CPR/Anaphylaxis	27/06/2018
Ryan, Karen	First Aid/ CPR/ Anaphylaxis	27/06/2020
Bradley, Justine	First Aid / CPR / Anaphylaxis	27/06/2020
Davies, Karen	First Aid / CPR / Anaphylaxis	27/06/2020
Francis, Caroline	First Aid / CPR / Anaphylaxis	27/06/2020
Gilbert, Jodie	First Aid / CPR / Anaphylaxis	27/06/2020
Hill, Simone	First Aid / CPR / Anaphylaxis	27/06/2020
Lello, Allan	First Aid / CPR / Anaphylaxis	27/06/2020
Addison, Liz	CPR / Anaphylaxis	19/06/2019

<p>Katandra School, Ormond</p>	<p>FIRST AID POLICY *INCLUDES ARRANGEMENT FOR ILL STUDENTS</p>	
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Christou, Georgina	First Aid / CPR / Anaphylaxis	27/06/2020
Owen, Jill	First Aid / CPR/Anaphylaxis	27/06/2020
Sheppard, Wendy	First Aid / CPR / Anaphylaxis	27/06/2020
Ryan, Amanda	First Aid/CPR/Anaphylaxis	27/06/2020
Morris, Maree	First Aid/CPR/Anaphylaxis	27/06/2020
Kerr, Natalie	First Aid/CPR/Anaphylaxis	27/06/2020
Durham, Robyn	First Aid/CPR/Anaphylaxis	27/06/2020
Muller, Joanna	First Aid/CPR/Anaphylaxis	27/06/2020
Fares, Sarah	First Aid/CPR/Anaphylaxis	27/06/2020
Urbanek, Lauren	First Aid/CPR/Anaphylaxis	27/06/2020
Wilson, Marnie	First Aid/CPR/Anaphylaxis	27/06/2020
Pontikis, Barbara	First Aid/CPR/Anaphylaxis	27/06/2020

(b) First Aid Kits

Katandra School will maintain:

- A major first aid kit which will be stored in staffroom;
- Katandra School provides portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored: Each bus and every class backpack; and
- The school first aid leader and leading teacher of student wellbeing will be responsible for maintaining all first aid kits.

(c) 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 Leading Teachers and or the school admin team 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.

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(d) 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, Katandra School will notify parents/carers by sending a note home to parents/carers, email 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 parents/carers 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 parents/carers, 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 Katandra 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.

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FURTHER INFORMATION AND RESOURCES

Other related local polices, including *Health Care Needs, Administration of Medication, Anaphylaxis, Asthma.*

REVIEW CYCLE

This policy was last updated on November 16th 2018 and is scheduled for review in November 2020

This Code of Conduct or Policy was endorsed/approved by the Katandra School Council on November 2018 for review if legislative or other changes require in the interim or no later than November 2020.

Date Implemented	November 2018
Author	Rhett Watts
Approved By	School Council
Approval Authority (Signature & Date)	School Council President: Mario Delosa Signature: Date:
Date Reviewed	November 2020
Responsible for Review	Rhett Watts, Wendy Sheppard, Jacqui Lamden
References	Victorian Government Schools Reference Guide