

# **FIRST AID POLICY**

## **KATANDRA SCHOOL**

### **NOVEMBER 2020**

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## 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
Liz Addison	First Aid Training	24/07/2021
Athena Filippidis	First Aid Training	09/09/2022
Chrysoula Vryonis	First Aid Training	09/09/2022
David Alabaster	First Aid Training	09/09/2022
Jodie Bandouvakis	First Aid Training	09/09/2022
Karen Ryan	First Aid Training	09/09/2022
Natalie Kerr	First Aid Training	09/09/2022
Wendy Sheppard	First Aid Training	09/09/2022
Rhett Watts	First Aid Training	26/11/2023
Thomas Cazaly	First Aid Training	26/11/2023
Jacqui Lamden	First Aid Training	26/11/2023

## **(b) First Aid Kits**

Katandra School will maintain:

- A major first aid kit which will be stored in first aid room;
- 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 leadership team 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.

## **(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.

## FURTHER INFORMATION AND RESOURCES

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

## REVIEW CYCLE

This policy was last updated on November 16th 2020 and is scheduled for review in November 2022

*This Code of Conduct or Policy was endorsed/approved by the Katandra School Council on November 2020 for review if legislative or other changes require in the interim or no later than November 2022.*

<b>Date Implemented</b>	November 2020
<b>Author</b>	Rhett Watts
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	School Council President: Kellie Easton Signature Date
<b>Date to be Reviewed</b>	November 2022
<b>Responsible for Review</b>	Rhett Watts, Thomas Cazaly
<b>References</b>	Victorian Government Schools Reference Guide