



POLICY FIRST AID ARRANGEMENTS

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 Wembley Primary 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.

Staffing

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

Wembley Primary School's trained first aid officers are:

- Kathy Broadway, First Aid Officer, Date trained: 8.11.19
- Loredana Walker, Reception front desk, First Aid trained: 18.5.18
- 19 teaching staff, date trained: 27.05.17

First aid kits

Wembley Primary School will maintain:

- A major first aid kit which will be stored in the cupboard in the First Aid Room.
- 2 portable first aid kits which may be used for excursions, camps etc.
- 6 small yard duty bags.
- The portable first aid Kits will be stored in the secure, locked cupboard in the first aid room
- Kathy Broadway, the School's First Aid officer will be responsible for maintaining all first aid kits.

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/First Aid Room 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.

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, Wembley Primary School will notify parents/carers on Sentral, via 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 Wembley Primary 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
 - safety and precaution will be exercised when dealing with body fluids (disposable gloves and apron to be worn)

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.

PANDEMIC SPECIFIC INFORMATION

Provision of routine care and first aid

DET advises that:

Physical distancing is not practical when providing direct care. In this situation, standard precautions, including hand hygiene, are important for infection control.

At our school:

- Standard precautions as per DET [Infectious Diseases policy](#) and our First Aid Policy will be followed when providing first aid. For example, we will use gloves and an apron when dealing with blood or body fluids/substances.
- Hand hygiene will be practised before and after performing routine care or first aid.
- Additional Personal Protective Equipment (PPE), for example face masks, are not required to provide routine care or first aid for students who are well, unless such precautions are usually adopted in the routine care of an individual student.

Management of an unwell student or staff member

DET advises that:

It is important that any staff member or student who becomes unwell while at school returns home. While it is unlikely that a staff member or student who is unwell with flu-like symptoms will have coronavirus (COVID-19) there are some sensible steps schools can take while a student awaits collection by a parent or carer as a precaution.

This means that at our school:

- Staff and students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, will be isolated in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible. Urgent medical attention will be sought where needed. Unwell students will not be permitted to travel home unsupervised.
- Where staff or students are experiencing compatible symptoms with coronavirus, we will ensure hand hygiene, physical distancing and (where possible) use of a face mask. See DET [guidance for the use of Personal Protective Equipment in education](#).
- Health care plans, where relevant, should be updated to provide additional advice on monitoring and identification of the unwell child in the context of coronavirus (COVID-19).
- If a staff member is unsure whether a student is unwell in the first instance we will contact the parent/carer to discuss any concerns about the health status of the student, and we will take a precautionary approach, requesting the parent/carer to collect their child if concerns remain. A trained staff member may take the temperature of the student, where appropriate, to support decision-making. Gloves will be worn for the purpose of taking a temperature.
- Staff or students experiencing compatible symptoms with coronavirus (COVID-19) should be encouraged to seek the advice of their healthcare professional who can advise on next steps. A medical certificate is not required to return to school after a period of illness, however staff and students should not return until symptoms resolve.
- If a student spreads droplets (for example by sneezing, coughing or vomiting), surfaces will be immediately cleaned with disinfectant wipes and using gloves.

Managing a suspected or confirmed case of COVID-19

DET has comprehensive procedures in place with the Department of Health and Human Services to manage suspected or confirmed cases of coronavirus (COVID-19) in schools.

- We will contact the Department of Health and Human Services on 1300 651 160 to discuss what to do next if a student or staff member:
 - is a confirmed case
 - has been in close contact with a confirmed case
- We will inform the Department by making an [IRIS incident alert](#).

DHHS defines 'close contact' as someone who has either:

- had at least 15 minutes of face-to-face contact with a confirmed case of coronavirus (COVID-19)
- shared a closed space for more than two hours with someone who is a confirmed case.

- [FURTHER INFORMATION AND RESOURCES](#)

- School Policy and Advisory Guide:
 - [Anaphylaxis](#)
 - [Anaphylaxis management in schools](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)
 - [Health Care Needs](#)
 - [Asthma](#)
 - [Asthma Attacks: Treatment](#)

[Medication Administration Log \(February 2018\).docx](#)

[Medication Authority Form \(February 2018\).docx](#)

- [First Aid](#)
- [First Aid Needs](#)
- [First Aid Rooms](#)
- [Major First Aid Kits](#)
- [Portable First Aid Kits](#)
- [School Nurses & First Aid Coordinators](#)
- [OHS Management System – First Aid and Infection Control](#), where you can find:
 - [First Aid and Infection Prevention and Control Procedure](#)
 - [First Aid Risk Assessment Template](#)
 - [Guidelines for Hepatitis](#)
 - [First Aid Summary Sheet](#)
 - [First Aid Contents Checklist](#)
 - [Safe Work Procedure-Cleaning and Handling of Blood and Bodily Fluids](#)

[Department of Health and Human Services Disease Information and Advice](#)

REVIEW CYCLE

The person responsible for this policy is the Assistant Principal (Student Wellbeing and Engagement)

This policy will be reviewed as part of the recommended 3-4 Year Review cycle school's three-year review cycle.

This policy was last updated on **18/05/2020** and is scheduled for review in **August 2023**.