



OSBORNE PRIMARY SCHOOL
2655

FIRST AID POLICY

(Incorporating Care Arrangements for ill student's policy)



Help for non-English speakers

If you need help to understand this policy, please contact Osborne Primary School, phone: 5975 1792, email: Osborne.ps@education.vic.gov.au or come into our school office.

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 Policy
- Asthma Policy.

POLICY:

From time to time Osborne 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 Osborne Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

- Consistent with the Department's First Aid Policy and Procedures, the school will allocate staff member/s as First Aid Officer/s. The names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be provided as soon as they are known. A list of qualified staff is displayed in the First Aid room

and is up to date and available on the network in 'T' drive. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Osborne Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room.
- 10 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - In the First Aid room

The First Aid Officer, will be responsible for maintaining all first aid kits.

Care for ill student's policy

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the First Aid room, bed if necessary 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, Osborne Primary School will notify parents/carers by sending a note home to parents/carers.
- 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 or for a head bump, Osborne Primary School will:
 - contact parents
 - record the incident on CASES21 for serious head bumps
 - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.
 - if care was provided in response to a medical emergency or reportable incident, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

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. Parents must advise the school of prescribed medication taken by their child, as this could impact critically if an ambulance is called.

ASSESSMENT AND FIRST AID TREATMENT OF ASTHMA

If a student develops signs of what appears to be an asthma attack, appropriate care must be given immediately.

- Refer to folder of **Management Plans for Asthma, Allergies, Diabetes and other Medical conditions.**
- Staff will follow the individual Student Management Plans as required.
- Refer to the Osborne Primary School Asthma Policy.

ASSESSMENT AND FIRST AID TREATMENT OF ANAPHYLAXIS:

Refer to folder of Management Plans for Asthma, Allergies, Diabetes and other Medical conditions.

- Parents are to complete a management plan including student name, medical condition, relevant treatment, appropriately labelled medication if applicable and verifying statement from a doctor.
- The Management Plan will be stored in the First Aid room in a folder labelled **Management Plans for Asthma, Allergies and other Medical Conditions.** The Management Plans with Identifying photographs for students with severe reactions will be displayed in the First Aid room, Class Rolls, CRT class information folders and Yard Duty folders.
- Staff will follow the individual Student Management Plans as required.
- Refer to the Osborne Primary School Anaphylaxis Policy.

ASSESSMENT AND FIRST AID TREATMENT FOR A PERSON WITH DIABETES DUTY OF CARE:

Schools have a legal responsibility to provide:

- a safe environment
- adequate supervision
- **Refer to folder of Management Plans for Asthma, Allergies, Diabetes and other Medical conditions.**

Hypoglycaemia (a “Hypo”)

If a student develops signs of what appears to be an episode of hypoglycaemia (low blood glucose) appropriate care must be given **immediately**.

Hypoglycaemia may be dangerous. Treatment is needed promptly to raise the blood glucose level to prevent a mild hypo from progressing to a severe hypo.

Individuals will vary with their own unique presentation and sensing of warning signs. Some individuals do not sense their unique warning signs and the hypo can more readily progress to become more severe.

Refer to the following Royal Children’s Hospital publication

http://www.rch.org.au/uploadedFiles/Main/Content/diabetes/Duty_of_Care%20School.pdf

Emergency Telephone Numbers

Poisons Information Service	13 11 26
Ambulance	000

FURTHER INFORMATION AND RESOURCES:

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school’s website <http://osborneps.vic.edu.au/>
- Included in staff induction processes
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	6/10/2022
Approved by	Principal
Next scheduled review date	8/10/2025