



## SOMERS PRIMARY SCHOOL – FIRST AID POLICY

### REVIEW PERIOD

*Ratified by School Council: September 2019*

*Review Date: September 2022*

### 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 Somers 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 Somers Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Somers Primary School's trained first aid officers are included in Appendix A.

#### First aid kits

Somers Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- 4 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in the First Aid Room.
- Office Administration Staff 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 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, Somers Primary School will notify parents/carers by a note 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 significant first aid treatment has been administered to a student Somers 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.

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 & RESOURCES**

- Health Care Needs Policy
- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy

## Appendices

### Appendix A – List of staff trained in first aid and expiry dates

	Anaphylaxis full training		First Aid Officer Lvl 2 & Refresher		First Aid - CPR only		Asthma	
	Complete	Due	Complete	Due	Complete	Due	Complete	Due
	Every 3 years		Every 3 years		Yearly		Every 3 years	
Employee	Complete	Due	Complete	Due	Complete	Due	Complete	Due
AITKEN LAURIE - TEACHER								
BOHAN PAULA - TEACHER	5/05/17	5/05/20	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22
BUCKINGHAM HEATHER - ES LIBRARY								
BUDDLE CASEY - TEACHER	5/05/17	5/05/20	5/06/19	5/06/22	5/06/19	5/06/20	5/06/19	5/06/22
CAMPBELL KELLIE - ES ADMIN	10/05/17	10/05/20	10/05/17	10/05/20	4/06/19	4/06/20	10/05/18	10/05/21
CHRISTIE SANDRA - TEACHER	5/05/17	5/05/20	5/05/17	5/05/20	4/06/19	4/06/20	5/05/17	5/05/20
CRUTE REBECCA - TEACHER	10/05/17	10/05/20	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22
DAEMAN TERRY - ES ICT	5/05/17	5/05/20	5/05/17	5/05/20			5/05/17	5/05/20
DENSLEY KATRINA - ES	5/05/17	5/05/20	10/05/17	10/05/20	4/06/19	4/06/20	5/05/17	5/05/20
DEURINGE KAREN - ES	5/06/19	5/06/22	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22
EGGLESTONE KIRSTY - ASSIS	5/06/19	5/06/22	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22
FOLLETT JOELENE -ES	3/05/17	3/05/20	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22
GIBSON RACHAEL – TEACHER (Family Leave)								
GREER HUGH - PRINCIPAL	10/05/17	10/05/20	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22
GRIFFIN SEAN - TEACHER / HSR	10/05/18	10/05/21	10/05/17	10/05/20	4/06/19	4/06/20	10/05/18	10/05/21
HAMPSHIRE CHLOE - TEACHER	10/05/18	10/05/21	10/05/18	10/05/21	4/06/19	4/06/20	10/05/18	10/05/21
HARRISON ELIZABETH - TEACHER	10/05/17	10/05/20	10/05/17	10/05/20	4/06/19	4/06/20	10/05/17	10/05/20
HINKSMAN JANINE - ES	10/05/17	10/05/20	10/05/17	10/05/20	29/05/18	29/05/19	10/05/17	10/05/20
HUDSPETH ANNE-MAREE - ADMIN.	10/05/17	10/05/20	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22
JENKINS LUKE - TEACHER	5/06/19	5/06/22	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22
TICKELL RACHELE - TEACHER	10/05/17	10/05/20	10/05/17	10/05/20	4/06/19	4/06/20	10/05/17	10/05/20
JESSUP AMY - ES	10/05/17	10/05/20	10/05/17	10/05/20	4/06/19	4/06/20	5/05/17	5/05/20
JEWELL JULIE - ES	10/05/17	10/05/20	10/05/17	10/05/20	4/06/19	4/06/20	5/05/17	5/05/20
JOHNS VALERIE - ES	5/05/17	5/05/20	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22
KULHAWYCZ ROSLYN – ES (OSHC)	22/09/16	22/09/19	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22
LOTHIAN VANESSA - ES	5/06/19	5/06/22	5/06/19	5/06/22	4/06/19	5/06/20	5/06/19	5/06/22
MCKERNIN TAMARA - TEACHER	21/10/17	21/10/20	21/10/17	21/10/20	21/10/17	21/10/18	21/10/17	21/10/20
MILLS TRACEY - TEACHER	5/06/19	5/06/22	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22
MITCHELL ANNELIESE - TEACHER	10/05/18	10/05/21	10/05/18	10/05/21	4/06/19	4/06/20	10/05/18	10/05/21
MUNRO CLARE - TEACHER					4/06/19	4/06/20		
PILGRIM SARAH - TEACHER	5/06/19	5/06/22	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22
RALLS COLLEEN - ES (OSHC)	5/06/19	5/06/22	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22
SHEMPELL MEGAN - TEACHER	29/05/18	29/05/21	29/05/18	29/05/21	4/06/19	4/06/20	29/05/18	29/05/21
TUCKER NICOLA - ES	5/06/19	5/06/22	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22
WRIGHT BRIONY - TEACHER ( Family Leave)								
REEEDYK LIANNE - ES	5/05/17	5/05/20	10/05/17	10/05/20	4/06/19	4/06/20	5/05/17	5/05/20
WESLEY KAYLA - TEACHER	5/06/19	5/06/22	5/06/19	5/06/22	4/06/19	4/06/20	5/06/19	5/06/22

