

Rowville Primary School

First Aid Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Rowville Primary School on 9764-1955.

PURPOSE

To ensure the school community understands Rowville Primary School's approach to first aid for students and that the school is committed to the health and wellbeing of all students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- [Anaphylaxis Policy 2022](#)
- [Asthma Policy 2022](#)

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY

From time-to-time Rowville Primary School staff might need to administer first aid to students at school or on 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 Rowville Primary School has sufficient staff with appropriate levels of first aid training to meet the needs of the school community.

An Education Support Officer is responsible for ensuring that:

- first aid cabinets and kits are maintained and fully stocked with a comprehensive supply of basic first aid materials
- anaphylaxis plans, asthma plans, and all other required plans and medications are kept current.

First Aid Kits

Rowville Primary School will maintain:

- a major first aid kit stored in the first aid room
- Eleven first aid kits which may be used for excursions, camps and sports days and will be stored in the first aid room.

Susan Reynolds will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the DET's policy and guidance on 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 will be directed to the First Aid Room and monitored by first aid trained 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 Room

Rowville Primary School follows the DET policy and guidance in relation to our First Aid Room to ensure it is safe hygienic and appropriately equipped.

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First aid management

If there is a situation or incident which occurs at school or on a school activity which requires first aid to be administered to a student:

- Staff who have first aid training will administer first aid in accordance with their training and DET guidelines. In an emergency, other staff may assist in the administration of first aid within their level of competence.
- In the case of severe injury, illness or medical condition, staff will 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 serious injury illness or condition, or in an emergency situation, staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If first aid is administered for a minor/medium injury or condition, requiring treatment at the First Aid Room, Rowville Primary School will notify parents/carers by sending a note home and/or phone call to parents/carers. Parents may not be notified regarding a minor incident treated in the classroom or playground.
- A confidential register of any first aid treatment relating to students will be maintained on Compass.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, the first aid officer will ask parents/carers, or an emergency contact to collect the student and recommend that advice is sought from a medical practitioner.
- Parents/carers will be notified if a child is sent to the first aid room for head knock or injury.
- Whenever first aid treatment at the First Aid Room is administered to a student’s resulting from a student incident, injury or illness, Rowville Primary School will:
 - Record the provision of first aid treatment on Compass.
 - If the first aid treatment is provided following a recorded incident, the details are recorded through the Cases 21/Edusafe Plus incident form. If first aid was administered in a medical emergency, it must be reported to the DET Incident Support and Operations Centre on 1800 126 126 and WorkSafe Victoria 13 23 60.
 - If care was provided in response to a medical emergency or reportable incident, follow the DET [Reporting and managing school incidents policy](#), including reporting the incident to the DETs incident Support and Operations Centre on 1800 126 126.
- Members of the school community are requested to inform the school about any reportable infectious diseases so that this information can be passed on to other members of the school community.
- Students with infectious diseases will be required to be excluded from school for a period of time according to the Public Health and Wellbeing Regulations 2019.
- 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 treatment. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

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

[First aid for students and staff](#)

[Health care needs policy](#)

[Infectious Diseases \(education.vic.gov.au\)](http://education.vic.gov.au)

[Blood spills and open wounds management](#)

[Medication](#)

[Syringe disposal and injury](#)

The following school policies and information are also relevant to the First Aid Policy

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- <http://www.rowvilleps.vic.edu.au/index.php/news/policies>
- Appendix A- Matrix of Severity

COMMUNICATION

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

- It will be available publicly on our school's website
- Included in staff induction processes Discussed at staff briefings as required
- Reminders in our school newsletter

EVALUATION

- The policy will be reviewed every two years to assess its effectiveness.
- Changes to the policy will be made if there are legislative or DET policy changes.

Appendix A: Severity Matrix

Minor	Scratches	Minor Bruises	First complaint of headache	Consideration to be given to the student's documented medical conditions. Notification to parents not required or teacher makes a note in student diary.
Medium	Cuts and abrasions that require further treatment, including allergy to latex	Knocks and swelling that require cold packs including all head knocks	Headache has been sustained or worsened over a period (15minutes)	Parents notified with a First Aid note. Attempt to contact made with parent if head knock or required to go home
Serious	Suspected breaks	Head injuries	seizures	Attempt to contact parents Ambulance procedure followed.

Policy last reviewed	June 2022
Approved by	Rowville Primary School Council
Next scheduled review date	June 2023