

Yarra Junction Primary School

School Number: 3216



FIRST AID POLICY

Principal: Lisa Rankin

School Council President: Jason Rush

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Sighted by School Council	<i>Jason Rush 01/02/2022</i>
Approved by Principal:	<i>Lisa Rankin 01/02/2022</i>
Responsible for Review	Wellbeing Coordinator
Review Date	February 2025
References	<ul style="list-style-type: none">• Anaphylaxis Policy• Asthma Policy• Health Care Needs Policy• Medication Policy

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FIRST AID POLICY

PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Yarra Junction Primary School trained designated first aid officers are:

- Lisa Rankin (Principal)
- Mrs Glenda Jewell (Wellbeing Coordinator)
- Mrs Rochelle Mansfield (Business Manager)
- Miss Kate Cairns (Business Manager)
- Mrs Rebecca Thomas (Office Assistant)
- Chelsea Nisi (Classroom Teacher)
- Tania Scott (Classroom Teacher)
- Courtney Irwin (Classroom Teacher)

All holders of Level 2 First Aid will complete a yearly update.

FIRST AID KITS

Yarra Junction Primary School will maintain:

- A major first aid kit in which supplies are stored in First Aid cupboard (labelled first aid supplies) in First Aid Room. (Room 129)
- 4 portable kits are stored in the First Aid Room. (Room 129) (White Box, Green Box and 2 Black soft bags)
- Portable white box first aid kits are stored in the following locations:
 - 2 First Aid kits in stadium (Room 75)
 - 1 First Aid kit in Art Room (Room 105)
 - All may be used for excursions, camps, or yard duty.
- Fix wall kits are in the following rooms:
 - Canteen (Room 74)
 - Performing Arts Room (Room 48)
- Admin staff, under guidance from Wellbeing Coordinator, will be responsible for maintaining all first aid supplies including first aid kits.
- The school to outsource an audit check for first supplies including first aid kits at the end of each term provide by St Johns kit refill service.

Asthma Puffers (Ventolin)

- All first Aid Kits and first aid room are to have the following:
 - 1 Asthma puffer labelled school
 - Disposable spacers
 - Sterilise wipes

Anaphylaxis Pen

- The school will hold at the First Aid Room (room 129) two, Anaphylaxis Pens (EpiPen's) as school pens.
 - They will be stored in a container labelled School EpiPen's.
 - These Anaphylaxis pens are to be taken on excursions as per ratio of need and are to be signed out and signed in on return using the medicine signing register.
 - All staff are to be trained in the administering of an Anaphylaxis Pen. (EpiPen, as per Anaphylaxis Policy)

Yard Duty Kits

Staff on Yard duty are provided with a "Bum Bag" with basic first aid needs in the yard when on yard duty.

- i.e.: Band-Aids, tissues, wet ones. (The Bum bags are from Asthma Vic, blue in colour.)

Beyond this level of care, students need to be cared for by the first aid officer in First Aid room. Students are to be issued with a first aid card from yard duty teacher to inform Administration Staff that they have been deemed as requiring 'first aid.'

- These kits will be updated by administration staff under the guidance of the Wellbeing Coordinator.

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 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.

Staff members need to be mindful of infectious diseases (including COVID-19) and follow safety procedures, including the use of personal protective equipment.

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, Yarra Junction Primary School will notify parents/carers by sending a note home to parents/carers, email, 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 Yarra Junction Primary School will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, 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.

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.

COMMUNICATION

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

- Included in our staff induction processes (Curriculum Day)
- Available on our school’s website
- Available on our school Compass Portal (under School Resources)
- Referred to in our enrolment packs
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- [Anaphylaxis Policy](#)
- [Asthma Management Policy](#)
- [Administering of Medication](#)
- [Health Care Needs Policy](#)

REVIEW CYCLE

- This policy was last updated in February 2022 and is scheduled for review in February 2025.