



First Aid Policy / Care for Ill Students

This policy is to advise and guide the Principal whose responsibility it is to implement policy with appropriate procedures – See First Aid Procedures / Care for Ill Students

Rossbourne School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all Child Safety Standards as specified in Ministerial Order No. 870 (2015)

PURPOSE

To ensure that the Rossbourne School community understands the school's approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in Rossbourne School's:

- Anaphylaxis Management Policy
- Asthma Policy

POLICY

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

Rossbourne School trained first aiders are:

- All teaching staff and receptionist

First aid kits

Rossbourne School will maintain:

- A major first aid kit which will be stored administration office.
- Portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - Administration office

The Receptionist will be responsible for maintaining all first aid kits.

See Rossbourne School First Aid Kits - Guidelines

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, Rossbourne School will notify parents/carers by phone or email.
- 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 Rossbourne School will:
 - record the incident on the student’s file
 - if first aid was administered in a medical emergency, School Council should be notified of the incident.

In accordance with DET guidelines, 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.

CARE FOR ILL STUDENTS

Students who are unwell should not attend school.

- Parents/carers will be contacted to collect students who are too unwell to continue with the school program.
- It is the responsibility of parents/carers to organise an authorised person to collect the student.
- While waiting to be collected students will be supervised by reception or home room teacher in an appropriate area.
- In cases of extreme illness or injury the staff are authorised to call an ambulance. In this instance parents and the school office are to be notified.
- Should a student require hospitalisation, in the absence of a parent/carer, a member of staff may be directed by the Principal to accompany the child to hospital until such time as the parent/caregiver arrives.

SEE ROSSBOURNE SCHOOL POLICIES AND PROCEDURES INCLUDING:

- ***Anaphylaxis Management***
- ***Asthma Management***
- ***Diabetes Management***
- ***Epilepsy Management***
- ***First Aid Procedures,***
- ***First Aid Room Checklist***
- ***First Aid Kits - Guidelines***
- ***Health Care Needs,***
- ***Infectious Diseases***
- ***Medication Management***

This policy will be reviewed as part of the Rossbourne School policy review cycle.

Endorsed by School Council: Date October 2020