



Help for non-English speakers

If you need help to understand the information in this policy, please contact Armstrong Creek School on 03 5218 5100 or armstrong.creek.school@education.vic.gov.au

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 school's:

- Anaphylaxis Policy
- Asthma Policy.

POLICY

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

Armstrong Creek School's trained first aid officers are:

Brooke Stephens, Daniella Visvardis, Lexi Schlotz, Lucy Fitzgerald, Nicole Griffin, Andrea Wirken, Jane McAdam, Jemma Kelly, Kate Lachmund, Kate Lawrie, Katelyn Leddy, Katrina Broadhead, Loretta Robertson, Luke Ryan, Maddi Young, Mel Elevato, Michelle Thomas, Nicole Page, Steph Taylor, Megan DeKook and Sharon Benson.

They completed course HLTAID003 in October 2023.

First aid kits

Armstrong Creek School will maintain:

- Appropriate first aid resources in the Sickbay in the Administration Building.
- Appropriate number of portable First Aid Kits (based on the number of staff and students) which may be used for excursions, camps, or yard duty. These kits will be stored in Sickbay and in the Secure Store Room.
- The First Aid Officer will be responsible for maintaining all first aid kits, ensuring sufficient content levels and that all items are within expiry dates.
- All Kits will be checked quarterly for stock levels and expiry dates and replenishments made as necessary. Nicole Griffin 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 sick bay 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, Armstrong Creek School will notify parents/carers by sending a note home to parents/carers or a 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 practicable.
- 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 Armstrong Creek 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 treatment. This is because they can mask signs of serious illness or injury

FURTHER INFORMATION AND RESOURCES

- Asthma Policy
- First Aid & Infection Prevention and Control Procedure

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2024
Approved by	Principal, Jessica Kelly
Next scheduled review date	December 2028