



Toorak Primary School

Policy 2023

PURPOSE

To ensure the school community understands our school's approach to first aid for students.
And to provide information about:

1. What TPS will do when health emergencies or accidents occur when children are in TPS grounds or under TPS supervision on TPS camps and excursions.
2. Parent/carer obligations to provide relevant health information about children attending TPS
3. How TPS will communicate to the school community, and
4. What parents/carers can expect if a health emergency does occur and the steps TPS will take in such events

SCOPE

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

- Anaphylaxis Policy
- Asthma Policy

POLICY

From time to time TPS 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.

STUDENT HEALTH INFORMATION

Parents and carers are required to provide relevant information about health care needs of their children. This includes, for example, advising the school about any allergies. At the beginning of the school year, requests for updated first aid information will be sent home with each child. Reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications will be published in school communications throughout the year.

STAFFING

The principal will ensure that TPS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training and is reviewed annually.

FIRST AID KITS

TPS will maintain:

- 2 major first aid kits which will be stored in the first aid room
- 5 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the first aid room

The First Aid officer, Sara Harris, 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.



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FIRST AID

Written permission of parents or guardians on the appropriate school medication authorisation form (except for asthma medication and epi-pen) is required to administer medication.

School staff are trained in accordance with DET requirements to administer first aid. Minor injuries will be treated by staff members on duty. More serious injuries will be attended by a Level 2 First Aid trained staff member.

When first aid is administered, parents/carers of the child receiving first aid will receive notification indicating the nature of the injury, any treatment given, and the name of the teacher that provided first aid. For more serious injuries/illnesses, the parents/carers will be contacted by TPS staff to arrange treatment. Any injuries to a child's head, face, neck or back will be reported to parents/guardian.

Parents of ill children will be contacted to take the children home at the teacher's discretion.

In some instances, TPS is required to report accidents or injuries to students, staff, parents, carers or volunteers to DET when:

- any student is collected from school by parents/guardians as a result of an injury
- any person who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury,
- any student or person who has an injury to the head, face, neck or back, or where a staff member considers the injury to be greater than "minor".

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, TPS will notify parents/carers by sending a note home to parents/carers.
- 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 TPS 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.



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AMBULANCE

In the event of an emergency, the Principal may decide to call an ambulance to transport a staff member, student or community member to hospital.

In doing so, the health and safety of the patient will be the only determining factor.

Parents or carers (or next of kin for an adult) will always be contacted as soon as possible.

A familiar staff member, where deemed necessary, will accompany a student to the hospital if the attending ambulance officers approve.

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION and resources

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Anaphylaxis](#)
- [Asthma](#)
- [Blood Spills and Open Wounds Management](#)
- [OHS Management System \(OHSMS\) Employee Health, Safety and Wellbeing](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

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

Policy REVIEW and Approval

Policy last reviewed	2023
Approved by	Principal
Next scheduled review date	2026