

## FIRST AID

### RATIONALE

It is the school's responsibility to care for the welfare of all students, staff and visitors ensuring that basic first aid is administered as required.

### BROAD GUIDELINES

The school has procedures for supporting student health, for students with identified health needs and will provide a basic first aid response as set out in the procedure below to ill or injured students due to unforeseen circumstances and requiring emergency assistance.

### IMPLEMENTATION

#### First Aid Officers

Consistent with the DET's First Aid Policy and Procedures, the school will allocate staff member/s as First Aid Officer/s. The names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be provided as soon as they are known.

The First Aid Officer/s is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.

Their specific duties include:

- Participating in the risk management process within the school as part of the school's OHS team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards.
- Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers.
- Providing the bulk of first aid duties on the first aid duty roster and maintaining first aid room and first aid kits.
- Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the school (e.g. cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury.
- Recording all first aid treatment. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given.
- Providing input on first aid requirements for excursions and camps.

The First Aid Officer/s will be available at the school during normal working hours and at other times when authorised DET programs are being conducted.

Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other **staff may be required to help within their level of competency.**

#### Provision of first aid

- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- A first aid kit, including asthma requirements, will be taken on all camps and excursions.
- All staff shall be required to administer minor first aid as required. Where there is uncertainty as to the appropriate treatment, a level 2 first aid trained staff member will be consulted. The first aid summary sheet will be displayed in the first aid room and the staffroom.
- Details of all injuries and treatment/action taken will be recorded.
- A record of major injuries will be recorded and entered on CASES21.

THOMASTOWN WEST PRIMARY SCHOOL  
POLICY

- All injuries to the head shall be reported immediately to the parent/carer who will have the opportunity to take their child home for observation/treatment. All major head injuries will be treated as serious and an ambulance will be called if required.
- All epileptic seizures will be reported as soon as possible to the parent/carer. An ambulance will be called for major and prolonged seizures as indicated on the student's epilepsy management form.
- An ambulance will be called in all other cases of extreme injury or illness. Every time an ambulance or emergency services are called (000) DET Emergency Management must be notified on 95896266.

**REFERENCES**

[School Advisory Guide](#)

**EVALUATION**

This Policy will be evaluated as part of the Thomastown West Primary School policy review cycle