



Thomastown West Primary School First Aid Policy 2020 - 2024

Thomastown West Primary School motto is **Together Working on Pathways to Success**. At Thomastown West Primary School we want every child to achieve their full potential and we know that parents share this goal. There is a clear link between good health, student safety and student academic achievement.

PURPOSE

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

SCOPE

This policy applies to all students and staff at Thomastown West Primary School.

First aid for anaphylaxis [and asthma] [is/are] provided for in our school's:

- *Thomastown West Primary School Anaphylaxis Policy*
- *Thomastown West Primary School Asthma Policy*

DEFINITION

First Aid is the treatment to a sick or injured person until full medical treatment is available or required.

POLICY

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

Thomastown West Primary School's trained first aid officers are:

- Sakina ElZoobi
- Suzi Ilic
- Selma Raif

First aid kits

Thomastown West Primary School will maintain:

- A major first aid kit which will be stored in the first aid room, top shelf of the wooden cupboard
- Portable first aid kits are located in every building



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- First aid kits, Large and small are located in the first room. They are to be used for excursions, camps and sporting events. First Aid Officers will be responsible for maintaining all first aid kits.
- Yard Duty bags are also provided for every yard duty time and area. These contain a generic asthma puffer and spacer. Area C Yard Duty Bag also contains a spare EpiPen.

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.

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/carers 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, Thomastown West Primary School will notify parents/carers by sending a note home to parents/carers that explains the treatment given.
- 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 Thomastown West Primary School will:
 - record the incident on CASES21 if considered a serious injury
 - If first aid was administered in a medical emergency, report 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 treatment.

This is because they can mask signs of serious illness or injury.



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MORE INFORMATION AND RESOURCES

- *Thomastown West Primary School Anaphylaxis Policy*
- *Thomastown West Primary School Medication Policy*
- *Thomastown West Primary School Asthma Policy*

EVALUATION

- This policy will be reviewed as part of the Thomastown West Primary School four year policy review cycle.

Date Implemented	2016; 2020
Author	Principal Assistant Principal TWPS Leadership Team First Aid Officer
Approved By	School Council
Date Reviewed	September, 2020
Responsible for Review	Assistant Principal
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References	Victorian Government Schools Policy Advisory Guide