



## HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact the school office on (03) 9729 5439 or <https://heathmonteastps.vic.edu.au/>

## PURPOSE

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

## SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

From time to time Heathmont East 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 HEPS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

HEPS's trained first aid officers are:

- Bridget Rogers – Administration and First Aid officer
- Christine Clarkson
- Anita Elliott
- Marcus Leonard
- Rowena Broderick

### First aid kits

HEPS will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- Three portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in the First Aid room.

The Administration/First Aid Officer will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on 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 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/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, HEPS will notify parents/carers by an automatic email from Compass upon attendance in the First Aid room.
- 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 is administered to a student resulting from a student incident, injury or illness, HEPS will:
  - record the provision of care on eduSafe Plus. If the care is provided following a recorded incident, the details are recorded through the eduSafe Plus Incident form. For all other presentations, the eduSafe Plus Sick Bay form is used.
  - if care was provided in response to a medical emergency or reportable incident, follow the Department’s Reporting and Managing School Incidents Policy, including reporting the incident to the Department’s Incident Support and Operations Centre on 1800 126 126 where required to under that policy.
- Whenever first aid treatment has been administered to a student HEPS will:
  - record the incident on Compass
  - 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 treatments. This is because they can mask signs of serious illness or injury.

## FURTHER INFORMATION AND RESOURCES

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

## REVIEW CYCLE

This policy is scheduled for review every 3 years.

Ratified by School Council: 12/05/2022

Review Date: Aug 2025