

First Aid Policy

PURPOSE

Rangebank Primary School wants to ensure the community understands our school's approach to first aid for students. Rangebank PS is committed to the health and wellbeing of all our students. We endeavour to ensure that all students are healthy and safe whilst at school and that incidents and health issues of individuals are addressed appropriately. We wish to provide accurate and ongoing monitoring of individual children's health and safety and to create an awareness of procedures to be followed to meet their needs.

SCOPE

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

- Anaphylaxis Policy
- Asthma Policy

POLICY

Rangebank Primary School staff might need to administer first aid to students at school or during 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 Rangebank PS 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 on our Emergency Management Plan

Rangebank's trained first aid officers have been updated for three years on 19/12/2022.

First Aid Officer

Consistent with the Department's First Aid Policy and Procedures, the school will allocate staff member/s as First Aid Officer/s. The principal will ensure that Rangebank PS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

First aid kits

Rangebank PS will maintain:

- 2 x Major first aid kits for camps & excursions

Major kits are kept in the first aid room and bum bags are kept in the BER building in the ES Area.

Care for ill students

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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/office area 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, Rangebank PS will notify parents/carers by SMS/Email via Compass. 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, Rangebank will:
 - Record the incident on Compass
 - Major first aid incidents are reported on Cases 21/EduSafe Plus and Compass
 - If first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.

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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

DET Guidelines - <https://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx>

First Aid Infection & Control Advice -

<https://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx?Redirect=1>

RELATED POLICIES:

- [Administration of Medication Policy](#)
- [Anaphylaxis Policy](#)
- Student Engagement and Wellbeing Policy
- Program for Students with a Disability Policy

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
- Included in staff handbook
- Discussed at staff meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

This policy was last updated in August 2023, and is scheduled for review in August 2026.

Signed 
Adriana Allan (Aug 10, 2023 15:05 GMT+10)

Principal


Lawrence Hamilton (Aug 10, 2023 16:38 GMT+10)

School Council President

Date: 10 August 2023



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Help for non-English speakers

If you need help to understand the information in this policy, please contact the front office


RPS First Aid Policy

Final Audit Report

2023-08-10

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