



WARRINGA PARK SCHOOL

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FIRST AID POLICY AND PROCEDURES

PURPOSE

To ensure the school community understands our school's approach to first aid for students. All children have the right to feel safe and well. 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. The purpose of this policy is to identify first aid requirements and implement appropriate arrangements to ensure that all injured persons are provided with immediate and adequate treatment of injury and illness at Warringa Park School (inclusive of all campuses).

- To administer first aid to staff/students/visitors when in need in a competent and timely manner.
- To communicate student's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate.

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY

From time to time Warringa Park 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 Warringa Park School 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.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Warringa Park School (inclusive of all campuses) will maintain a **major first aid kit** which will be stored in the following locations:

- Warringa Park School main campus – First Aid Room
- Warringa Park School Specialist Campus (Tarneit) (interim name) - First aid room.
- Cayleys Rd Campus – First Aid Room
- Bethany Road Campus – First Aid Room

- Every Classroom at each campus will have a portable first aid kit which may be used for yard duty and emergency purposes. Larger portable first aid kits will be stored in the first aid room at each campus for camps and excursions and off-site activities.

The school nurse 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 – refer to [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.

First aid room

Our school follows the Department's policy and guidance in relation to our first aid room to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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.
- Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Warringa Park School will:
 - Record the incident onto eduSafe Plus.
 - Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the staff member providing first aid.
 - If the first aid treatment 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.
 - Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than 'minor' will be entered onto eduSafe Plus.
- 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.

In accordance with Department of Education and Training policy, 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

SCHOOL CAMPS AND EXCURSIONS

- A comprehensive first aid kit will accompany all camps, along with a mobile phone and satellite phone.

- All children attending camps or excursions will need to provide a signed medical form with detailed medical/health information and permission for the staff to contact a doctor or ambulances if necessary.
- Copies of all signed medical forms must be taken on camps and excursions, as well as kept at school.

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/manual
- discussed at staff briefings/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

FURTHER INFORMATION AND RESOURCES

- The Department’s Policy and Advisory Library (PAL):
 - [First aid for Students and Staff](#)
 - [Health Care Needs](#)
 - [Infectious Diseases](#)
 - [Blood Spills and Open Wounds](#)
 - [Medication](#)
 - [Syringe Disposals and Injuries](#)
- Related policies:
 - Medication Administration Policy
 - Anaphylaxis Policy
 - Asthma Policy
 - Duty of Care Policy
 - Health Care Needs Policy
 - Medication Administration Log
 - Medication Authority Form

The following links are relevant in relation to the latest COVID advice:

- [DET Operations Guide](#)
- [Health and Safety Advice for Schools in the context of Coronavirus \(COVID-19\)](#)

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | June 2022 |
| Approved by | Principal and School Council |
| Next scheduled review date | June 2025 – to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter. |