



Learning and Leading through Languages

First Aid Policy at Bayswater South Primary School



Help for non-English speakers

If you need help to understand the information in this policy please contact Mr Zielinski the Assistant Principal.

PURPOSE

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

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Bayswater South Primary School's trained first aid officers are:

Name	Date certified	Name	Date certified
Kay Bergsma	14-July-2021	Desiree Blaich	27-February-2023
Matthew Campbell	21-March-2022	Tayla Devilee	27-February-2023
Christain Morf	27-February-2023	Bret Mottrom	27-February-2023
Petra Murrihy	21-March-2022	Judith Williams	27-February-2023
Daniel Zielinski	27-February-2023	Jessica Koch	27-February-2023

First aid kits

Bayswater South Primary School will maintain:

- A major first aid kit which will be stored in the sick bay.
- Additional first aid cabinets located in the school hall and the Sebald Centre.
- Five portable first aid back packs which may be used for excursions or camps. The portable first aid back packs will be stored:
 - In the sick bay
- Ten smaller portable first aid packs which may be used for excursions or camps. The portable first aid back packs will be stored:
 - In the sick bay
- Four mini first aid bags which may be used for yard duty. The mini first aid bags will be stored:
 - Outside the staff room

Bayswater South Primary School's First Aid Officer will be responsible for maintaining all 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 office during class time, or the sick bay during recess and lunch times, 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, Bayswater South Primary School will notify parents/carers by sending home a first aid attendance note.
- 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, for a serious injury, has been administered to a student Bayswater South Primary School will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, 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.

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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

[Insert links to related local polices, including *Health Care Needs, Administration of Medication, Anaphylaxis, Asthma* [Schools should have an Asthma Policy in place if they have a student enrolled who has been diagnosed with asthma. Delete if your school does not have an Asthma Policy]

POLICY REVIEW AND APPROVAL

Policy last reviewed	8-February-2023
Approved by	Mr Bret Mottrom, Principal
Next scheduled review date	Recommended minimum review cycle for this policy is 3 to 4 years February-2026