



# FIRST AID

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## 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:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

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

Coburg North Primary School trained first aid officers are:

- Sara Heal
- Stephanie Santoro
- Rita Arena
- Simon Presljak
- Bernadette Maxwell
- Sebastian Fitzgerald
- Ben Smith
- David Bulley
- Gabby Young
- Sebastian Goder
- Tim Prendergast
- Monika Gruss

### **First aid kits**

Coburg North Primary School will maintain:

- 2 major first aid kits are located around the school site - one near the Oval in the Booeegigat building, and one in the front cream brick building.



- There is also a First Aid kit in the Canteen and in the front Office foyer (Wadambak building).
- Six portable first aid kits (backpacks) which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the white shelving unit, in the First Aid Bathroom
- Classroom and Specialist teachers also have access to small portable First Aid basics kits for use in the classroom or on yard duty.
- Sara Heal, the 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 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, Coburg North Primary School will notify parents/carers by sending a note home to parents/carers (for minor incidents), or contacting parents/carers for any serious injury or conditions, for example head bumps
- 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. This will be the case if any head bump injury is severe, such as a head bump which includes a cut or bleeding from a graze or other wound.

**Coburg North Primary School 180 O’Hea Street, Coburg VIC 3058**

P: 03 9354 1660 F: 03 9354 8206 E: [coburg.north.ps@education.vic.gov.au](mailto:coburg.north.ps@education.vic.gov.au) | W: <https://coburg-north-ps.vic.gov.au>



- Whenever first aid treatment has been administered to a student Coburg North Primary School will:
  - record the incident on CASES21
  - 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 treatment. This is because they can mask signs of serious illness or injury.

## FURTHER INFORMATION AND RESOURCES

Related policies include: Anaphylaxis policy, Asthma policy, and Medication policy.