



# Wendouree Primary School

## First Aid Policy

### 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 schools:

- Anaphylaxis Policy
- Asthma Policy

### POLICY

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

All staff at Wendouree Primary School are first Aid Trained

Our school's trained first aid officers are registered in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. Our first aid officers are also registered on our First Aid Summary Sheet which is displayed in all rooms throughout our school. (Attached)

#### First aid kits

Wendouree Primary School will maintain:

- A major first aid kit which will be stored in the: **First Aid Room**
- Two portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored: **In the First Aid Room.**
- Administration staff 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 sick bay 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.
- If first aid is administered for a minor injury or condition, Wendouree Primary School will notify parents/carers by phone.
- 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 has been administered to a student Wendouree Primary School will:
  - record the incident and enter on CASES 21 as required
  - 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.

# First Aid Summary Sheet 2023

## General: WENDOUREE PRIMARY SCHOOL

LOCATION ADDRESS: 1224 HOWITT STREET WENDOUREE 3355  
NEAREST CROSS STREET: FOREST STREET WENDOUREE  
LOCATION OF FIRST AID ROOM: IN SCHOOL ADMINISTRATION BUILDING

### Victorian Poisons Information Line

Available 24 hours a day, 7 days a week on 13 11 26 or call 000 in an event of an Emergency

### First Aid Officers – Completed Provide First Aid (HLTAID003):



Christine Branagh



Shelley Backwell



Michael Smith



Rhonda Tighe



Donna McNeight



Kim Diamond



Lisa Hewitt



Melissa Curran



Emma Rix



Heather Luttrell



Rebecca Prentice



Kate McGowan



Ryan Bartok



Natalie Vercoe



Jacob Keating



Lyndal Chase



Stephen McNeight



Irene McIntosh

### Warden/Incident Controllers

Name: CHRISTINE BRANAGH Work location: WENDOUREEE PS

Name: SHELLEY BACKWELL Work location: WENDOUREE PS

Name: MICHAËL SMITH Work location: WENDOUREE PS

### Evacuation Assembly Point (at least 200 metres away from work area)

**WENDOUREE CENTRE FOR PERFORMING ARTS**

### Nearest Medical Centre

Telephone: 530307333 – BALLARAT GROUP PRACTICE

Address: 1021 HOWITT STREET WENDOUREE

### Nearest Hospital

Telephone: 53 204 000 – BALLARAT

Address: DRUMMOND STREET BALLARAT

### Emergency and Security Services Unit

Available 24 hours a day, 7 days a week on:

**03 9589 6266**

Central Office Use Only	Issue Date: April 2011	Last Reviewed: August 2023	Next Review Date: August 2024
No: DET ESWB-27-3-4		Authorised By: Manager ESWB	

## COMMUNICATION

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

- Included in staff induction processes and staff training
- Discussed at annual staff briefings/meetings

## EVALUATION

This policy will be reviewed annually by School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with School Council.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	12/12/2023
Approved by	School Council
Next scheduled review date	12/12/2024