

Yarrabah School

FIRST AID

POLICY



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Yarrabah School on 03 9580 0384 or yarrabah.sch@education.vic.gov.au.

POLICY

This policy should be read with Yarrabah School's First Aid, Asthma and Anaphylaxis policies.

From time-to-time 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.

1. Staffing

The Principal will ensure that Yarrabah 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) that is maintained by the school Principal, with the school expiry dates of the training. The school Nurse also has a copy of the staff training register.

These lists are reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

2. First Aid Kits

Yarrabah School will maintain:

- A major first aid kit which will be stored in Sickbay with the school Nurse.
- Multiple portable first aid kits which may be used for excursions, camps or yard duty. The portable first aid kits will be stored:
 - In section communal areas
 - School buses
 - School gym
 - Canteen
 - Staff Room

The school Nurse will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's and guidance on first aid kits – refer to [First Aid Kits](#).

3. 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 Sickbay and monitored by the School Nurse. Depending on the nature of their symptoms, the Nurse may contact parents/carers or an emergency contact person to ask them to collect the student.

4. First aid room/sick bay area

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

5. 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, 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, Yarrabah School will notify parents/carers via Compass chronicles.
- If first aid is administered for a serious injury or condition, or in an emergency, 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 Yarrabah School will:
 - record the incident on Compass
 - 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 where required to under that 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
- Available for staff via Compass
- Discussed at staff briefings/meetings as required
- Reminders via Seesaw communication
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on 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](#)
- [Anaphylaxis](#)
- [Asthma](#)
- [OHS Management System \(OHSMS\) Employee Health, safety and Wellbeing](#)

The following school policies are also relevant to this First Aid Policy:

- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	Before June 2026