



Sebastopol Primary School

P.O. Box 246
Warreen Street
Sebastopol 3356

First Aid Policy and Procedures

PURPOSE

Our school acknowledges that there will be times when students require first aid and that it is important for the school to have clear guidelines on the administration of first aid to ensure student safety, health and wellbeing.

IMPLEMENTATION

Teachers and principals will:

- Be familiar with the school's first aid procedures
- Display the names and photos of first aid trained employees
- Observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

SCHOOLS SUPPORT FIRST AID BY:

- Ensuring the school's first aid equipment is in date and accessible
- Providing: asthma kits, first aid rooms, major first aid kits, portable first aid kits
- Managing: blood spills and bleeding students, syringe disposal/injuries.

Where possible first aid will only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence. Sebastopol Primary School will also contact NURSE-ON-CALL (on 1300 60 60 24) if required.

EMERGENCY MEDICAL SITUATIONS

If a student is ill or injured, the Sebastopol Primary School will contact the parents in order that they can seek whatever medical attention they feel is appropriate. However, in an emergency the principal or their delegate may call an ambulance or call for any necessary medical attention on behalf of the student's parents. The legal authority to do this arises from the principle of "agency of necessity". This means that the law recognises that the authority to act on another's behalf is implied in case of emergency.

An ambulance will always be called in a medical emergency. Parents are liable for all medical expenses incurred as a result of student injury, including transport costs such as ambulance or air ambulance costs.

PROCEDURES

Sebastopol Primary School has a first aid room equipped to allow provision of basic first aid care as well as first aid treatment such as minor cuts, scratches, bruising and for bodily injury. Children will be supervised when in the first aid room and the parents contacted in order that they can seek whatever medical attention they feel is appropriate.

The level of supervision required in the first aid room will vary depending on the case and be at the discretion of the first aid trained officer. For example, supervision: will be required for a student who has had a blow to the head and is feeling dizzy may not be required for a student with a slight headache, who needs a lie down.

FIRST AIDE RECORDING AND REPORTING

Any minor incident requiring first aid will be recorded in the first aid book and a copy sent home with the child. Any incident requiring first aid, parent contact and possible medical assistance will be recorded in eduSafe.



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REFERENCES

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>

This document was last ratified by School Council in June 2015.