



MONTPELLIER 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 provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Montpellier Primary School's trained first aid officers are:

Staff Member	Training Completed	Date Qualified To
Leonie Barnett	Provide First Aid	24/05/2021
Damien Hyatt	Provide First Aid	24/05/2021
Susie Petty	Provide First Aid (CPR update to 22/05/2020)	24/05/2021
Bec Picklum	Provide First Aid (CPR update to 22/05/2020)	24/05/2021
Tim Warburton	Provide First Aid	22/05/2022
Michael Yates	Provide First Aid (CPR update to 22/05/2020)	24/05/2020
Mark O'Donnell	Provide First Aid	22/05/2022
Robyn Anderson	Provide First Aid	22/05/2022
Natasha Troop	Provide First Aid	20/06/2019
Michelle Tomlins	Provide First Aid	20/06/2019

Chloe Whittaker	Provide First Aid	20/06/2019
Tracey Marruso	Provide First Aid	22/05/2022
Krisanya Caulfield	Provide First Aid	22/05/2022
Elise Coventry	Provide First Aid	22/05/2022
Chris Vine	Provide First Aid	24/05/2020
Chris Browne	CPR	30/05/2020
Lisa Hatton	CPR	30/05/2020
Jesse Fisher	Provide First Aid	24/05/2020
Brock Riches	Provide First Aid (CPR update to 22/05/2020)	24/05/2020
Kane Outtram	Provide First Aid	24/05/2020
Jill Bell	Provide First Aid	24/05/2020
Alison Giuricin	Provide First Aid	24/05/2020
Dianne Stainsby	Provide First Aid	22/05/2022
Anna Clausen	Provide First Aid	24/05/2020
Jayden Pitt	Provide First Aid	24/05/2021
Lucy Newman	Provide First Aid	22/05/2022
Moira Hill	Provide First Aid (CPR update to 22/05/2020)	24/05/2021
Erin Wright	Provide First Aid (CPR update to 30/06/2020)	08/08/2021
Chris Robinson	Provide First Aid	20/08/2021
Ross Fagan	Provide First Aid	28/06/2021
Andrew Miles	Provide First Aid	22/05/2022
Heather Noga	Provide First Aid	22/05/2022
Melissa Page	Provide First Aid	22/05/2022
Carolyn Martin	Provide First Aid	22/05/2022
Danielle Broadbent	Provide First Aid	22/05/2022
Chris Young	Provide First Aid	22/05/2022
Hannah Casey	Provide First Aid	22/05/2022
Melanie Palamara	Provide First Aid	22/05/2022

Grace Buso	Provide First Aid	22/05/2022
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First aid kits

Montpellier Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room.
- Ten portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - First Aid room

Melissa Page 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 First Aid 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, Montpellier Primary School will notify parents/carers by entry of the injury/condition into Compass and giving the student a First Aid Visit Red slip advising the parent to check Compass for the details of the injury/condition.
- 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 Montpellier Primary School will:
 - record the incident on Compass
 - 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.

FURTHER INFORMATION AND RESOURCES

Anaphylaxis Policy

Asthma Policy

Administration of Medication Policy

REVIEW CYCLE

This policy was last updated on 20 May 2019 and is scheduled for review in one year.