

## **First aid**

### **Purpose**

To provide appropriate first aid facilities and procedures for immediate first aid of all staff, students and visitors in the school

### **Guidelines**

1. All persons requiring first aid will be directed to the first aid room or the office for assessment.
2. The designated first aid person will be primarily responsible for first aid operational procedures and maintenance of equipment.
3. A qualified (level 2) person will be available to oversee the administration of first aid in the school, on excursions and camps.
4. First Aid roster is displayed daily in the sick bay.
5. A current list of first aid trained staff will be maintained.
6. DET guidelines to be followed as outlined in the current Schools Policy and Advisory Guide.
7. Daylesford Primary School will keep records of assessment and treatment of staff, students and visitors.
8. Records will be kept for the mandatory 7 years and 20 years if reported via EduSafe.
9. All students with health care needs, as identified through the enrolment process, must have a completed Health Support Plan which will be stored on file in the office.
10. Medical action plans of specific students with chronic health needs (i.e. asthma, anaphylaxis, epilepsy, diabetes) will be readily available for reference in the sick bay.
11. If circumstances require emergency transport to hospital an ambulance will be called.

### **Evaluation**

Ongoing evaluation of effectiveness in line with DET Guidelines.

### **Supporting documentation**

- DET Schools Policy and Advisory Guide
- Anaphylaxis Management Policy
- ASCIA Australian Society of Clinical Immunology and Allergy Inc. Anaphylaxis Management Plan ([www.allergy.org.au](http://www.allergy.org.au))
- Asthma Management Plan
- Ministerial Order 706 – Anaphylaxis Management in Schools.