

## FIRST AID AND MEDICATION GUIDELINES

All students have the right to feel safe and well, and know that they will be attended to, with due care, when in need of first aid or when feeling unwell. School staff, however are not health care professionals nor are they expected to take on this professional role.

From time to time Walkerville Primary School staff might need to administer first aid to students at school or during school activities. Parents/caregivers should be aware that the goal of first aid is not to diagnose or treat a condition. It is the parent/caregivers' responsibility to review any first aid treatment provided to their child and seek additional care from a health care professional as required.

### Staffing:

The Principal will ensure that Walkerville Primary School has sufficient staff with the appropriate levels of first aid training (First Aid Certificate and up to date Cardio Pulmonary Resuscitation (CPR) qualifications as necessary) to meet the first aid needs of the school community and Department for Education requirement for trained first aid officers.

### First Aid Kits:

Walkerville Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room
- Automated External Defibrillators (Defibs or AEDs) are located in the front office and OSHC building
- Portable first aid kits will be used for incursions, excursions and camps
- Basic first aid supplies in the teachers' yard duty bags

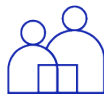
### Care for ill students:

**Students who are unwell should not attend school.**

If a student becomes unwell during the school day they may be directed to the office staff and monitored in the first aid room by staff as needed.

Any injuries or illnesses that requires First Aid attention, will occur via classroom or duty teacher in the first instance who will in turn contact the front office if further care or attention is required.

If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/caregivers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.



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. Staff are notified of students with anaphylaxis and complex health care needs at the commencement of the school year and as they arise or are updated.

### **Head injury/Concussion**

Any student with a head injury will be sent to the front office for observation/monitoring and treatment.

- Minor head injury - notification will be sent home with the student asking parents to continue monitoring their child and seek further healthcare assistance if required.
- Concussion – if a student has a suspected concussion, first aid officers will contact a parent or emergency contact to collect their child as soon as possible. The student will continue to be monitored until they are collected. At the time of collection, the treating first aid officer will communicate to the parent/caregiver the details of the incident as they are known.

### **Critical incident**

If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/caregivers via telephone, or emergency contacts as soon as reasonably practical.

In a medical emergency, staff may take emergency action and do not need to obtain parent/caregiver consent to do so. Staff may contact Triple Zero “000” for emergency medical services at any time.

Meeting any hospital, medical practitioner or ambulance costs is primarily the responsibility of the individual or their caregiver.

### **Record keeping**

Whenever first aid treatment has been administered to a student resulting from a student incident, injury or illness, the treating first aid officer will:

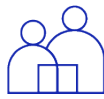
- Record the details
- Complete and send home with the student a head injury advice for minor head injuries
- Report any medical emergency or reportable/critical incidents to the Department for Education – IRMS

### **Infectious diseases**

If a child contracts an infectious disease such as influenza, COVID-19, measles, chickenpox etc families must inform the school as soon as possible. When a child has contracted an infectious disease she/he must be excluded from school for specific periods, as advised by medical professionals.

### **Medical conditions**

On enrolment, or as soon as diagnosed, parents must notify the school of their child’s medical condition eg: allergies (peanuts, bee stings etc), asthma, migraines, epilepsy or



haemophilia. The school requires authorisation from a doctor for any regular medication which needs to be taken during school hours or of other precautions, and this must be provided to front office staff. All information will be documented and made available to staff.

### **Medication**

In accordance with Department for Education directive, analgesics, including paracetamol and aspirin, will not be provided by Walkerville Primary School as a standard first aid treatments.

Medication if prescribed by your child's doctor can be administer by first aid staff after a Medication Authority forms has been submitted. All medication must be provided to Walkerville Primary School in the original packaging with a name/usage sticker from the pharmacist.

Last updated: October 2023  
To be reviewed: October 2026