



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 are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY

From time to time Koo Wee Rup Primary School staff might need to administer first aid to students at school or on 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 Koo Wee Rup Primary 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). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Koo Wee Rup Primary School will maintain:

- A major first aid kit which will be stored in the sickbay.



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- Portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored: In each classroom for yard duty and 4 first aid bags located in sickbay for excursions etc. Lisa Soutar 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 the Sick Bay 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 room/sick bay area

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

Commented [NF1]: Recommended if you do - if not please refer to guidelines here [First Aid for Students and Staff : First aid rooms and sick bays | education.vic.gov.au](#)

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, Koo Wee Rup Primary School will notify parents/carers via the Parent Portal.
- 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



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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 resulting from a student incident, injury or illness, Koo Wee Rup Primary School will:

- *record the incident on Sentral.

- * if care was provided in response to a medical emergency or reportable incident, 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.

Whenever a child reports a head injury, the staff member attending to the student must report this to the parent/s of the child as soon as possible. If the attending staff member needs to return to classroom duties they must first inform a member of the administration team who will contact the child's parents on their behalf.

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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

FURTHER INFORMATION AND RESOURCES

For further information please refer to the following school policies:

Health Care Needs policy

Administration of Medication policy

Anaphylaxis, Asthma Policy

REVIEW CYCLE

This policy was last updated on 7th of November 2020 and is scheduled for review in November 2021.

This policy was ratified by School Council on 9th December 2020.

This policy was updated and endorsed by School Council on 8th March 2022.