



Forest Street Primary School

PO Box 188 WENDOUREE 3355

Telephone (03) 53392110

Email: forest.ps@education.vic.gov.au

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:

- *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 Forest Street 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 Forest Street Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our designated timetable coordinator will ensure staff are rostered on first aid duty each recess.

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

Forest Street Primary School will maintain:

- A set of supplies is stored in the sick bay.
- A major first aid kit which will be stored in the sick bay. This kit is used for school camps.
- 3 portable first aid kits which may be used for excursions and camps. These portable first aid kits are stored in the sick bay.

Some students require personalised and prescribed medication on their person or in close proximity. This could include medication such as EpiPens and inhalers that can be kept in the office adjacent to their classroom.

Shauna Hicks will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [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 a first aid trained member of 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.

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

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:

- (at recess) staff will seek assistance through an emergency card system whereby a card is sent to the office to indicate urgent support is required. 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, Forest Street Primary School will notify parents/carers by entering the details onto XUNO. An automated message is sent to parents/carers.
- 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. Details are entered into XUNO by staff treating the student.
- 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. These details are also entered into XUNO.

- Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Forest Street Primary School will:
 - record the incident on XUNO;
 - record any serious incidents resulting in medical treatment onto CASES21 and Edusafe where applicable.
 - record any serious incidents despite students not seeking medical treatment, onto CASES21 and Edusafe where applicable.
 - 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.

In accordance with Department of Education and Training policy, 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. Paracetamol may be administered if consent has been provided by parents/carers to treat and existing condition. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2022
Approved by Principal	Jillian Burt
Next scheduled review date	Recommended to review this policy every 3-4 years. February 2025