



School No: 0128 | Caledonia Street, St. Andrews, Victoria 3761  
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## ***First Aid Policy***



### **Help for non-English speakers**

If you need help to understand the information in this policy please contact 97101255

### ***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, St. Andrews 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 St. Andrews 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 also 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***

St. Andrews Primary School will maintain:

- A major first aid kit and first aid supplies, stored in the main office in the first aid cupboards.
- 1 large portable first aid kit and 2 smaller portable first aid kits which may be used for excursions, camps, or yard duty. These are stored in the main office in the first aid cupboard. Yard duty kits are stored in the staff room.

Michelle Commerford and Sam DiBenedetto will be responsible for maintaining all 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 office area / recliner chairs in the foyer 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, St. Andrews Primary School will notify parents/carers by sending home an Illness/Injury Parent Notification Form (carbon copies recorded in the office area) and a phone call to a parent / carer if deemed necessary.
- 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 St. Andrews Primary School will:
  - record the provision of care on eduSafe Plus. If the care is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.

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 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](#)

## Communication

This policy will be communicated to our school community in the following ways: [please delete the options below in yellow if you do not intend to use these methods. Note that the first two methods are strongly recommended]

- Available publicly on our school’s website [or insert other online parent/carer/student communication method]
- 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
- Discussed at parent information nights/sessions
- Reminders in our school newsletter

- 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:

- [First aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

Please also refer to our Anaphylaxis Policy, Asthma policy, Administration Medications Policy and Health Care Needs policy.

### *Policy Review and Approval*

Policy last reviewed	February 2021
Approved by	Principal
Next scheduled review date	November 2024