



FIRST AID POLICY

PURPOSE

To ensure the Altona Primary School community understands our school's approach to first aid for students.

SCOPE

This policy applies to **all positions at the school including:**

- Principal and school leaders
- Teachers including CRT
- Non-Teaching Employees – Education Support Staff, SSSO's (where applicable)
- Student Teachers (in consultation with supervisory teacher)

First Aid procedures will be communicated to all staff and made available in the school's First Aid room.

Note: First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY IMPLEMENTATION

From time to time Altona 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 Altona Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Consistent with the Department's First Aid Policy and Procedures, the school will allocate staff members as First Aid Officers. A register of the names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be kept in the First Aid room and updated where necessary by the designated First Aid Coordinator.

Note: See First Aid Officer Role Statement for more information

Altona Primary School's trained First Aid officers are:

- Leanne Davies: (First Aid Officer) Level 2 Training
- Debbie Galvin: (First Aid Manager) Level 2 Training

First aid kits

Altona Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room
- 12 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the First Aid Room and the First Aid Officer will be responsible for maintaining all first aid kits.

Note: See detailed list for contents of First Aid kits for more information



FIRST AID POLICY

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 First Aid Room 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, Altona Primary School will notify parents/carers by phone or through the COMPASS 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 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 **Altona Primary School will:**

- record the incident on Compass and/or CASES21
- if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.
- Implement procedures for supporting students with identified health needs and will provide a basic first aid response as set out in the procedure below to ill or injured students requiring emergency assistance due to unforeseen circumstances.

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.

FURTHER INFORMATION AND RESOURCES

Related School Policies

- Administration of Medication Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Duty of Care Policy
- Camps and Excursions Policy
- Child Safe Policy



FIRST AID POLICY

Related DET Resources

- [DET School Policy & Advisory Guide](#)
- [First Aid in the Workplace](#)

EVALUATION AND REVIEW

This policy will be reviewed as per the review schedule and/or as necessary due to changes in regulations or circumstances.