
First Aid Policy

includes arrangements for ill students

PURPOSE

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

SCOPE

First aid for anaphylaxis is provided in our school's *Anaphylaxis Policy* and asthma in our *Asthma Policy*

POLICY

This policy should be read with Narre Warren North Primary School's *First Aid, Administration of Medication, Asthma* and *Anaphylaxis* policies.

From time-to-time 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.

1. Staffing

The Principal will ensure that the minimum number of staff hold Level 2 Senior First Aid Certificates as per DET ratio guidelines. The school will maintain a register of all staff trained in First Aid in the Training Planner which is reviewed annually.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP) Training Planner. Our EMP / Training Planner 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.

2. First aid kits

Narre Warren North Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room (inside sliding cupboard)
- 4 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
 - Inside the First Aid Room (inside the sliding cupboard)

Office staff 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](#).

3. 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 – located in the administration building) 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.

4. 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](#).

5. 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 moderate injury or condition, Narre Warren North Primary School will log the information onto the Compass Chronicle and call the parent / carer
- 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 Narre Warren North Primary School will:
 - record the incident on Compass Chronicles
 - if first aid was administered in a medical emergency, 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, 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.

6. Guidelines for Action

- No child should be in the sick bay during class time without the consent and knowledge of their teacher. Any child in the sick bay will be supervised by a staff member. Parents of ill children will be contacted to take their child home.
- Students must obtain a First Aid Request Slip from a teacher before admission to the sick bay. This does not apply to major injuries, anaphylaxis or asthma.
- Teachers will take first aid bags with them on excursions. A minimum of one first aid bag per bus is required. Teachers should advise the First Aid Coordinator of their excursion so that a list of students with medical needs can be collated.
- Staff on oval duty will take a yard duty bag containing basic first aid supplies with them including asthma medication.
- Teachers and parents will be advised of all head injuries sustained by students. Parents will be called for all head injuries. Students with minor head injuries will return to class. Students with significant head injuries will be sent home. All head injuries will be recorded on eduSafe Plus.

- Injured children's parents should accompany the student to hospital. If unable, a staff member will accompany the student in the ambulance and remain until a parent arrives.
- All medications will be administered in the first aid Room. An 'Authorisation of Medication' should be completed by a parent and where possible medicines should be provided in original packaging.
- Medications will be kept in the first aid room. Students are not allowed to keep medicine in their school bags (except for Ventolin).
- The Assistant Principal will be advised of any injuries sustained from the deliberate or careless actions of others, or injuries of a suspicious nature.
- Portable first aid kits (bags) will be available for staff on yard duty. Teachers are to check their bags to ensure they are stocked sufficiently. These kits will contain:
 - Gloves
 - Band-Aids
 - Pen
 - First Aid Request Slips
 - Vomit bag
 - Tissues
 - Alert cards for Anaphylaxis students and staff
 - Rubbish Bags

COMMUNICATION

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

- Available publicly on our school's website
- Discussed at staff briefings/meetings if required
- Discussed at parent information nights/sessions if required
- 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 policies on the Department's Policy and Advisory Library (PAL):

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)
- [Anaphylaxis](#)
- [Asthma](#)
- [OHS Management System \(OHSMS\) Employee Health, Safety and Wellbeing](#)

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	20/03/2025
Approved by	Principal
Next scheduled review date	20/03/2027