



## 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 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 Apollo Parkways 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 Apollo Parkways 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**

Apollo Parkways Primary School will maintain:

- A major first aid kit which will be stored in the first aid room with a OHS checklist of supplies completed annually
- 5 large portable first aid kits, 4 small portable first aid kits which may be used for excursions or camps with all classroom teachers being supplied with a minor first aid yard duty bag. The portable first aid kits will be stored outside the First Aid Room.

Office staff and classroom teachers 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 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. A notification will be created on Compass when a student attends first aid.

## **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.
- If a student presents with an injury sustained above the neck, eyes and/or dental parents/carer will receive a phone call from the school. The student is to remain in first aid until a parent is contacted. If the decision is for the student to return to their classroom the teacher will be notified of the incident.
- 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, Apollo Parkways Primary School will notify parents/carers via a notification on Compass.
- 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 Apollo Parkways Primary School will:
  - record the incident on Compass
  - 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

## 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](#)

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	October 2022
Consultation	Policy Subcommittee School Council
Approved by	Principal
Next scheduled review date	October 2026