First Aid Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the principal or assistant principal.

SCOPE

First aid for anaphylaxis and asthma is 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 Ardeer 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 ensures that Ardeer 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 EMP.

First aid kits

Ardeer Primary School maintains:

- A major first aid kit is stored in the Sick Bay
- There are 2 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits are stored:
    - In the Sick Bay

The Assistant Principal is 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.

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 must be referred to the sick bay for assessment by a member of the administration team, a trained First Aid Officer, the Assistant Principal, Principal or Officer in Charge.

Classroom teachers and education support staff should not independently determine whether a student should remain at school or be collected by a parent/carer unless there is an immediate emergency requiring urgent action.

Following assessment, the authorised staff member will determine the appropriate response, which may include:

- monitoring the student in the sick bay
- providing first aid within the scope of staff training
- returning the student to class
- contacting a parent/carer to discuss the student's condition
- requesting that a parent/carer collect the student
- seeking medical advice or emergency assistance where required.

Any communication with parents/carers regarding a student's illness, injury, treatment or collection from school must be coordinated through the office, a First Aid Officer, the Assistant Principal, Principal or Officer in Charge.

All presentations to sick bay, treatment provided and parent/carer communications must be recorded in Compass and/or eduSafe in accordance with departmental requirements.

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.

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, Ardeer Primary School will notify parents/carers by an automated email from Compass. Parent contact via phone will also be made when a more serious injury/illness presents or when a child is needing to be collected.

- 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. **It is a requirement that parent/carers or emergency contacts are contacted for any instances whereby a student sustains a head knock.**

- 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 is administered to a student resulting from a student incident, injury or illness, Ardeer Primary School will:

  - record the provision of first aid treatment on Compass.

  - If the first aid treatment 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.

  - follow the department's Reporting and Managing School Incidents (including emergencies) Policy if care was provided in response to a medical emergency or reportable incident. This includes 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 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

COMMUNICATION

This policy will be available on Ardeer Primary School's website so that parents and other members of the school community can easily access information about Ardeer Primary School's asthma management procedures.

Included in staff induction processes and staff training

- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required

First Aid Policy

FURTHER INFORMATION AND RESOURCES

· Asthma Australia: Resources for schools
· Asthma Australia: Asthma emergency kits
· Policy and Advisory Library:
    o Asthma
    o Treating an asthma attack

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2026
Approved by	Principal
Next scheduled review date	November 2030