

## 1. Rationale:

All students and staff have the right to feel safe and well and know that they will be attended to with due care when in need of first aid or when feeling unwell. Schools must plan for the first aid needs of students and staff at school or on approved school activities.

## 2. Aims:

- To administer first aid to students and staff when in need in a competent and timely manner.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain the required number of trained staff who can administer First Aid.

## 3. Implementation:

### 3.1 First Aid Room /supplies

- A First Aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the First Aid room.
- Our school follows the Department's policy and guidance in relation to our first aid room to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#)
- Active Supervision bags with basic first aid supplies are expected to be used by teachers while on duty.
- First Aid kits are provided for camps and excursions and are stored in the First Aid room.
- The school nurse is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- The maintenance of all first aid kits, are managed in accordance with the Department's policy and guidance on first aid kits – refer to [First aid kits](#)

### 3.2 Staff responsibilities

- The Principal will ensure that the required number of school staff have completed a recognised first aid training course that meets the requirements of HLTAID011 – Provide First Aid (Release 1) and HLTAID009 – Provide cardiopulmonary resuscitation (Release 1).
- Basic First Aid training (HLTAID011) must be completed every 3 years, while a refresher course in CPR (HLTAID009) must be completed annually.
- A register of trained First Aid staff is included in the school's Emergency Management Plan and is also on display on the outside of the First Aid room for easy reference.
- Relevant staff will also receive additional training, where required, to meet student health needs. These may include training for anaphylaxis, asthma, diabetes management or extra training to cover excursions, specific educational programs, or activities
- School staff who administer First Aid are, however, not health professionals nor are they expected to take on this professional role.
- The school nurse or other First Aid qualified staff will be timetabled to administer First Aid during school breaks.
- Any student in the First Aid room will be monitored by a staff member.
- All injuries or illnesses that occur during class time will be referred to the school nurse or the office staff. The school nurse or a qualified First Aid office staff member will administer treatment.
- All First Aid treatment will be recorded on Compass. Process of recording reviewed as required.
- More serious injuries will be reported both on CASES and Compass.
- Notifiable Incident to WorkSafe Flowchart will be adhered to.
- During lunch and recess students with minor injuries/concerns should see a teacher on Active Supervision. If the student requires first aid, the school nurse/ First Aid room attendant will be notified by phone and the child directed to the First Aid room.
- Requests for updated first aid information will be sent home including requests for any asthma and anaphylaxis management plans, and high priority medical forms.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.

### 3.3 Students and staff who have ongoing medical conditions.

- Parents are expected to inform and where applicable, train the classroom teacher, First Aid attendant, a member of the office staff and Outside School Hours coordinator in the response to the medical condition and to keep these staff updated.

- Staff with an ongoing medical condition need to ensure that the relevant staff and First Aid attendants are informed so that appropriate medical attention can be provided when required.
- All students, especially those with a documented asthma management plan, are expected to carry their own Ventolin or equivalent. Ventolin and a spacer are available from the First Aid room at all times.
- Students are expected to take increasing responsibility for their medical treatment. Where the student cannot do this and the response requires medical intervention then the parent is responsible – eg. blood tests etc.
- When the classroom teacher is absent the CRT will be informed of any students who have ongoing medical conditions and told to refer them to the First Aid room if a medical response is required. A photo of such student with the necessary medical details will be displayed in the First Aid room.

### **3.3 Student who require regular medication (see Medication Policy)**

- No medication will be administered to students without the express written permission of parents or carers (refer to Medication Policy).

### **3.4 Student / staff who are injured /become ill at School**

#### **Students**

- 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.
- For serious injuries/illnesses, or conditions which require full supervision, the parents/carers must be contacted so that professional treatment may be organised. The Principal must be informed of any serious illness or injury.
- Parents will be notified of injuries/illnesses which are deemed more than minor but not requiring professional treatment.
- Any injuries to a student's head, face, neck or back must be reported to a parents/carers.
- 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.
- 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 treatment. This is because they can mask signs of serious illness or injury.
- Any student who is collected from school by parents/carers as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on DET Accident/Injury form and entered onto CASES 21.
- Parents of an ill student will be contacted to take the student home.
- Students who are collected from school by their parent/carer due to illness / injury will be signed out by the office staff on the Compass iPad located at the school office.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.

#### **Staff**

- Depending upon the severity of the injury / illness the following may occur - ambulance called, staff member given first aid treatment at school, staff member drives or is driven home or to doctor, returns to classroom
- A staff member should log any personal injuries of a concern on EduSafe.

### **3.5 School Excursions/Camps (see Excursions/Camping Policy)**

- All school camps and excursions will always have at least one qualified trained First Aid staff member present.
- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.
- All student attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.

### **3.6 Communication**

- This policy will be communicated to our school community in the following ways:
  - Available publicly on our school's website

- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from school administration upon request

#### 4. Evaluation:

- This policy will be reviewed every three years as part of the school's ongoing policy and process review cycle.

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#### References and Related Documents:

- DET Policy and Advisory Library – First Aid for Students and Staff  
<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy>
- DET School Policy Template portal  
<https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=59>
- Incident to Worksafe Flowchart <https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/recording-provision-of-care>
- School policies
  - Asthma
  - Anaphylaxis
  - Medication
  - Health Care Needs

#### Policy Review and Approval:

Policy last reviewed	October 2024
Approved by	Principal / School Council
Next scheduled review date	October 2027 (every 4 years)