

# First Aid Policy

## includes arrangements for ill students

---



### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Chum Creek Primary School on 03 5962 5391 or [chum.creek.ps@education.vic.gov.au](mailto:chum.creek.ps@education.vic.gov.au).

### PURPOSE

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

### SCOPE

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

### POLICY

This policy should be read with Chum Creek Primary School's *First Aid, Administration of Medication, 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.

### Staffing

The Principal will ensure that 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

Chum Creek Primary School will maintain:

- A major first aid kit which will be stored in the First Aid cupboard.

- A portable first aid kit which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in the First Aid cupboard.

Junior class teacher 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](#).

## 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 sick bay 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 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, Chum Creek Primary School will notify parents/carers

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 Chum Creek Primary School will:

- record the incident
- Sick Bay form is used.
- 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.

## COMMUNICATION

Available publicly on our school's website

Discussed at staff briefings/meetings as required

Included in transition and enrolment packs  
Discussed at parent information nights/sessions  
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	22/8/2024
Approved by	Principal
Next scheduled review date	Before 22/8/2028