



## FIRST AID



Help for non-English speakers

If you need help to understand the information in this policy, please contact the Wilmot Road Primary School office on 03 5821 4953 or [Wilmot.road.ps.shepparton@education.vic.gov.au](mailto:Wilmot.road.ps.shepparton@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 and asthma are 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 Wilmot Rd 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 to diagnose or treat a condition.

#### Staffing:

The Principal will ensure that Wilmot Rd 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 and updated at the beginning of the school year.

#### First Aid Bags:

Wilmot Rd Primary School will maintain-

- A major first aid kit, which will be stored in the Sick Bay
- 4 portable first aid kits, which will be used for excursions and camps
- 6 smaller first aid bags for yard duty

School Nurse is 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 sick bay 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.

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, 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, Wilmot Rd Primary School will notify parents/carers by sending a note home or phone call.
- If first aid is administered for a serious injury or condition, or in an emergency, 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, first aiders 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 guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided for students as a standard first aid treatments. This is because they can mask signs of serious illness or injury. We keep Panadol and aspirin for staff members in case of an emergency.

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](#).

## **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](#)

## **COMMUNICATION**

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

- Made available on our school's website
- Made available in hard copy from the school administration upon request
- Included in induction processes

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	August 2022
Approved by	Principal
Next scheduled review date	August 2026