

ASPENDALE PRIMARY SCHOOL

First Aid Policy (including arrangements for ill students)

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*

POLICY

From time to time Aspendale 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 Aspendale Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our schools trained first aid officers are listed in our Emergency Management Plan, which includes the expiry dates of the training. The list is reviewed annually.

These include:

HLTAID011 – Provide First Aid

- One team member per year level
- All members who attend inter-school sport (Year 5/6)
- PE staff
- Updated every 3 years.

HLTAID009 – Provide cardiopulmonary resuscitation

- All staff
- Updated annually

Aspendale Primary School's trained first aid officers are:

- Sienna Koop
- Matt Bird

- Amber Demmler
- Judith Prosser

FIRST AID KITS

Aspendale Primary School will maintain:

- A major first aid kit which will be stored in the sick bay.
- 2 portable first aid kits (back packs) which may be used for excursions and camps,
- 4 simple first aid kits (satchels) which may be used for yard duty.
- Additional simple (satchel) first aid kits can be equipped for use on local excursions and activities.

The portable first aid kits will be stored: In the sick bay

Sienna Koop 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 office and then moved to the sick bay for monitoring by staff if required. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

Our school follows the Department's policy and guidance in relation to our sick bay area to ensure it is safe, hygienic and appropriately equipped.

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, Aspendale Primary School will notify parents/carers by Compass or phone call.
- 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 resulting from a student incident, injury or illness, Example School will:
 - record the provision of first aid treatment 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 as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

Evaluation	To be reviewed by the First Aid Co-ordinator
Approval/Consultation	Principal/not necessary
Date Ratified	February 2026
Next Review Date	February 2029
Related Policies	• Anaphylaxis policy • Asthma policy