



FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Drouin South Primary School on 5627 6286.

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 Drouin South 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 Drouin South Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

A list of Drouin South Primary School's trained first aid officers is on display in the first aid room and in the School's Emergency Management Plan. (EMP). This is updated annually.

First aid kits

Drouin South Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room next to the office. There is also a kit stored in the BER building.
- There are 2 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the First Aid room next to the office.
- First Aid coordinators (list in First Aid room) 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 First Aid room next to the office 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 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, Drouin South Primary School will notify parents/carers by sending a note home to 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 Drouin South Primary School will:
 - Record the details in the First Aid folder in first aid room
 - Record the incident on CASES21 (done by office staff based on First Aid Folder records)
 - If first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

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. For further information refer to the Department’s Policy and Advisory Library: [Medication](#)

NB. ALL REPORTED KNOCKS TO THE HEAD REQUIRE A PHONE CALL HOME.

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
- Included in staff handbook/manual
- 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 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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	25 August 2022
Approved by	Principal
Next scheduled review date	Aug 2025 (recommended minimum review cycle for this policy is 3 to 4 years)