



First Aid Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the administration office.

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 policies (see [school website](#)):

- *Anaphylaxis Policy*
- *Asthma Policy*

Policy

From time to time Aitken Creek 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 (or their nominee) will ensure that Aitken Creek Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

All staff at Aitken Creek Primary School are first aid trained. A database of first aid trained staff is linked through our school Emergency Management Plan (EMP). The database includes the expiry dates of training. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Aitken Creek Primary School will maintain:

- A major first aid kit which will be stored in sickbay.
- 8 portable first aid kit/s can be found in the office which are used for yard duty. There are an additional 2 portable first aid kits, located in the sick bay for excursions and camps.

The school First Aid Officer 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 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 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, Aitken Creek Primary School will notify parents/carers by sending a note home to parents/carers or via 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, Aitken Creek Primary School will:
 - record the incident on Compass and 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.

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.

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
- Hard copy available from school administration upon request

Further information and resources

This policy should be read in conjunction with the following ACPS policies. These policies are available on our [school website](#):

- *Health Care Needs Policy*
- *Medication Authority Form*
- *Asthma Policy*
- *Anaphylaxis Policy*

Review cycle

Policy last reviewed	October 2021
Approved by	Principal
Next scheduled review date	October 2024