



# PARK ORCHARDS 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 Management Policy and Asthma Policy.

### POLICY

This policy should be read with Park Orchards Primary School's First Aid, Administration of Medication, Asthma and Anaphylaxis policies.

#### 1. 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.

#### 2. First aid kits

POPS will maintain:

- Two major portable first aid kits (clear plastic tubs) which are used for camps are stored in the First Aid room
- 2 portable first aid kits (backpacks) which are used for excursions are stored in the First Aid room
- 5-yard duty basic first aid bags for staff members to carry during supervision times are stored in the staff room

Elissa Daniel/ Michelle Muirhead 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](#).

#### 3. 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 First Aid room 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.

#### 4. First aid room/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

#### 5. 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, POPS will notify parents/carers by sending a First Aid note home to parents/carers, and/ 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 via sending a note home to parents/carers, phone call, email.
- 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 POPS will:
  - record the incident the medical First Aid register
  - if the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form.
  - 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 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 and on Compass
- 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
- In the school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- [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	October 2024
Approved by	Principal
Next scheduled review date	October 2029