



FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the main school reception on 03 9067 0100.

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 Docklands 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 Docklands 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.

First aid kits

Docklands Primary School will maintain:

- A major first aid kit which will be stored in the sick bay rooms at the main campus and the "The District campus".
- 3 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
 - Main campus – sick bay room
 - "The District campus" – sick bay room

The first aid officer will be responsible for maintaining all first aid kits at both campuses. These staff members will be ensuring the first aid kits are managed in accordance with the Department's policy and guidance on first aid kits – refer to [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 room (main campus) or first aid area (“The District campus”) 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.

Sick bay room / First Aid area

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

The first aid room/sick bay area includes a space where ill students can rest comfortably and in privacy while being monitored by staff.

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, Docklands Primary School (inclusive of all campuses) will notify parents/carers by Compass.
- 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 practicable.
- 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, Docklands Primary School (inclusive of all campuses) will:
 - record the provision of first aid treatment on Compass and CASES 21.
 - 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, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatment. 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](#)

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
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Health Care Needs](#)
 - [Health Support Planning Forms](#)
 - [Complex Medical Needs](#)
 - [Child and Family Violence Information Sharing Schemes](#)
 - [Privacy and Information Sharing](#)
- Related school policies are:
 - Administration of Medication
 - Asthma Policy
 - Anaphylaxis Policy
 - First Aid Policy

REVIEW CYCLE

This policy was last updated in June 2021 and is scheduled for review in June 2025.

Policy last reviewed	April 2023
Approved by	Principal
Next scheduled review date	June 2025 – to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter.