



FIRST AID POLICY



HELP FOR NON-ENGLISH SPEAKERS

IF YOU NEED HELP TO UNDERSTAND THE INFORMATION IN THIS POLICY, PLEASE CONTACT HEANY PARK PRIMARY SCHOOL ON 9764 5533 OR HEANY.PARK.PS@EDUCATION.VIC.GOV.AU.

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 Heany Park PS 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 Heany Park PS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Heany Park Primary School has five trained first aid officers, with most classroom / specialist teachers and integration aides, trained in Level 2 First Aid.

The appointed First Aid Officer/s will have overall responsibility for the organising of First Aid duties which may be shared across several members of staff. These duties include:

- maintenance of the First Aid room and ordering of equipment/supplies
 - provision of first-aid awareness information for staff:
 - location of First Aid supplies in an emergency
 - emergency notification procedures
 - names of currently qualified First Aiders
 - emergency services phone numbers
 - i) annual provision of basic First Aid Policy information for all staff
 - ii) co-ordination of First Aid duty rosters
 - iii) maintaining a regular check of expiry dates of all medication held in the First Aid room
 - When necessary, First-Aid will be administered by staff within the limits of their skill, expertise and training.
 - Every effort will be made for an adequate number of staff to have current Level 2 First Aid training as per the Occupational Health and Safety Act 2004
 - The following first aid updates will be facilitated for staff:
 - Annual CPR training
 - Twice yearly, (i.e. per semester) Anaphylaxis refresher training, as provided by a staff member who has current, Anaphylaxis Management Training
- *(Refer to Anaphylaxis Management Policy: Appendix 1)
- An accredited Anaphylaxis Management Training course, every three years, in keeping with DET requirements
 - Level 2 First Aid refresher training, on a three year cycle, for staff currently trained in Level 2 First Aid

- Asthma awareness training through the completion of an Asthma Education session, (online or via presenter)

First aid kits

Heany Park PS will maintain:

- a major first aid kit which will be stored in the school's first aid room
- nine portable first aid kits which may be used for excursions, camps, or yard duty.

The portable first aid kits will be stored in the school's first aid room

- The Administration team 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 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.

First aid room/sick bay 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](#).

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, Heany Park PS will notify parents/carers by sending home the school's illness / Injury Parent Notification slip. In the case of a head injury, parents will also be contacted via a 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 Heany Park PS will:
 - record the incident on CASES21
 - 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website

Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- Administering Medications Policy
- Asthma Policy
- Anaphylaxis Management Policy
- HPPS Action Plan for Anaphylaxis (Appendix 1)
- Policy Advisory Library: <https://www2.education.vic.gov.au/pal/about-pal>

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025
Approved by	Principal
Next scheduled review date	March 2029