



# First Aid Policy & Procedure

## 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 Warrnambool East PS (WEPS) 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 WEPS 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 as part of the annual review of our Emergency Management Plan.

### First aid kits

WEPS will maintain:

- A major first aid kit which will be stored in the sick bay.
- WEPS portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  - X3 large back packs for excursions/camps – First Aid Room
  - X4 basic kits for specialist subject classes – PE, Science, Humanities, Arts buildings
  - X4 Backpacks – yard duty teachers

- x4 Backpacks - yard duty ES Staff

The Administration team 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](#).

### 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 sick bay and monitored by office 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.

Our school follows the Department's policy and guidance in relation to our sick bay 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.
- First Aid Treatment for all students will be electronically recorded on Compass Chronicle Sickbay Entries which will automatically send notification of their attendance in sickbay to the parent/carer. A slip will also be filled in and sent home with the student indicating date and time of attendance in the Sick Bay, the treatment given and the person administering the first aid.
- It is the policy of the school that all injuries to the head are reported to the office and that parents/emergency contacts are contacted regarding the injury.
- 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, WEPS will notify parents/carers by Compass or phone call for a serious injury (head or other).
- 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 is administered to a student resulting from a student incident, injury or illness, WEPS will:
  - record the provision of first aid treatment on Compass
  - 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 Department of Education and Training policy, 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](#)

## 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
- 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

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: [insert details of your related school policies. A sample list is provided as follows]

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

## POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2025
Approved by	Principal – Marina Milich
Next scheduled review date	June 2028

Is it compulsory for all Victorian government schools to have a policy addressing this issue?	Yes, a school policy addressing this issue is required the Minimum Standards for school registration (and school reviews).
Does this policy have to be approved by school council?	No
Recommended consultation	Consultation with your school council is not required as this policy is operational. Principals may choose to present this policy to school council for noting.
What is the basis of this policy?	<ul style="list-style-type: none"> <li>• The Minimum Standards for school registration (and school reviews).</li> <li>• The Department's Policy and Advisory Library: <a href="#">First Aid for Students and Staff Policy</a></li> <li>• <i>Occupational Health and Safety Act 2004 (Vic)</i></li> <li>• <i>Occupational Health and Safety Regulations 2017 (Vic)</i></li> <li>• WorkSafe Compliance Code – First Aid in the Workplace</li> <li>• Duty of Care</li> </ul>
Recommended Review cycle	3-4 years