



FIRST AID POLICY

(includes arrangements for ill students)



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact River Gum Primary School on 03 9799 1216 or river.gum.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 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 River Gum Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

River Gum Primary School's qualified first aid officers are listed on the First Aid Summary Sheet, which is located in the First Aid Room. This list is maintained and reviewed by River Gum Primary School's First Aid Manager. These nominated first aid trained staff will also have the CPR component of the first aid certificate updated on an annual basis to maintain currency.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

River Gum Primary School will maintain:

- A major first aid kit which will be stored in the sickbay
- A physical education first aid kit which will be transported to all sporting events
- Five portable first aid kits which may be used for excursions and camps
- Five portable yard duty bags

The First Aid Manager 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 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 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](#).

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.
- If first aid is administered for a minor injury or condition, River Gum Primary School will notify parents/carers by sending a note home to parents/carers
- 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 resulting from a student incident, injury or illness, River Gum Primary School will:
 - record the provision of first aid treatment on Sentral
 - 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. 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
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Blood Spills and Open Wounds Management](#)
- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies at <https://www.rivergumps.vic.edu.au/school-documents/> 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	December 2023
Consultation	July/August 2022: Staff and School Council
Approved by	Principal: Robyn Trzeciak
Next scheduled review date	August 2025