



TRARALGON SOUTH PRIMARY SCHOOL FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office on (03) 5195 5244.

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 of Education's (DE) operational guidance for first aid management relating to COVID-19.

POLICY:

1. From time to time Traralgon South 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.
2. **Staffing:**

The Principal will ensure that Traralgon South 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. This list is reviewed on an annual basis as part of the annual review of our EMP.

3. **First Aid Kits:**

Traralgon South Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room; and
- At least 1 portable first aid kit which may be used for excursions, camps, or yard duty. The portable first aid kit will also be stored in the First Aid Room.

The Business Manager will be responsible for regularly maintaining all first aid kits, though this may be delegated to other Education Support staff as required. These will be managed in accordance with the DEs policy and guidance on [first aid kits](#).

4. 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.

5. First Aid Room:

Our school follows the DEs 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](#).

6. 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, Traralgon South Primary School will notify parents/carers by phoning and/or sending a note home to parents/carers, and/or via message on uEducateUs.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to phone 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, Traralgon South Primary School will:
 - Record the provision of first aid treatment on uEducateUs
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used. If care was provided in response to a medical emergency or reportable incident, follow the DE [Reporting and Managing School Incidents Policy](#), including reporting the incident to the DE Incident and Support Operations Centre on 1800 126 126 where required to under that policy.

In accordance with DE 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 DE 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
- Discussed at staff meetings
- Reminders in our school newsletter
- Hard copy available from our General Office upon request

REVIEW CYCLE:

This policy was last ratified by School Council on 11 September 2023 and is scheduled for review in September 2026.