FIRST AID POLICY

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*

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 Mount Blowhard 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 Mount Blowhard 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 Emergency Management Plan

FIRST AID KITS

Mount Blowhard Primary School will maintain:

- A major first aid kit is stored in the admin office.
- Each classroom teacher has a portable first aid kit which may be used for excursions, camps, or yard duty. These kits are stored in the middle room office of each class. An additional kit is located in the admin office.

First Aid Officers (Michelle Kramer, Stacey Matheson & Laura Box) 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 office or a quiet space in the classroom 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 area

We ensure the Mount Blowhard Primary School first aid area in the admin office is kept 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, Mount Blowhard Primary School will notify parents/carers by phone call, email or at after school pick up.
- 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 is administered to a student resulting from a student incident, injury or illness, Mount Blowhard Primary School will:
    - If the first aid treatment is provided following a recorded incident, the details are recorded through the eduSafe Plus *Incident* form.
    - 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 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

HEAD INJURIES

Children often bump or bang their heads, and it can be difficult to tell whether an injury is serious or not. Any knock to the head is considered a head injury and parents will be contacted to inform them of the head injury. A staff member will continue to observe the student for any symptoms that may develop.

An ambulance will be called to seek help immediately if:

- the child has had a head injury involving high speeds or heights greater than a metre e.g., falling
- from playground equipment
- the child loses consciousness (passes out)
- the child vomits after hitting their head they must be collected.

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
- 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:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	17th June 2026
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.
Approved by	Principal
Next scheduled review date	June 2030 (mandatory minimum review cycle for this policy is 3-4 years)