



FIRST AID POLICY

1. PURPOSE:

- 1.1. To ensure the school community understands our school's approach to first aid for students.

2. SCOPE:

- 2.1. First aid for anaphylaxis and asthma are provided for in our school's:
 - *Anaphylaxis Policy*
 - *Asthma Policy*
- 2.2. Regency Park Primary School staff may need to administer first aid to students at school or school activities.
- 2.3. Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

3. POLICY:

Staffing

- 3.1. The Principal will ensure that Regency Park Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.
- 3.2. The certification of staff will be tracked to ensure qualifications remain current. Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.
- 3.3. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

- 3.4. Regency Park Primary School will maintain:
 - A major first aid kit which will be stored in the First Aid Room
 - Portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the First Aid Room and in the Yard Duty Collection Area
- 3.5. The Lead First Aid Officer will be responsible for maintaining all first aid kits, which are inspected each term.

Care for ill students

- 3.6. Students who are unwell should not attend school.
- 3.7. If a student becomes unwell during the school day they may be directed to 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 management

- 3.8. 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 as required.
 - 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. In doing so, the health and safety of the student will be the only determining factor. The associated costs of the ambulance are the responsibility of parents/carers.

- 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, Regency Park Primary School will notify parents/carers by email through Compass. Parents will be notified by a phone call for all injuries above the shoulders.
 - 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 Regency Park Primary School will:
 - record the incident through 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.
- 3.9. 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.

4. FURTHER INFORMATION AND RESOURCES:

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

5. EVALUATION:

This policy was last updated in June 2022 and is scheduled for review in 2025.

Date	Updates
June 2022 -	Update to staffing section. Update to First Aid Management section to reflect use of Compass for documenting and notifying parents/carers of first aid treatment. Update to information about portable first aid kits