

First Aid Policy

North Melbourne Primary School

Issue Date: April 2022

Review Date: April 2025

FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on (03) 9329 6902.

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 North Melbourne Primary School including North Melbourne Primary School – new campus (interim name) 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 North Melbourne Primary School including North Melbourne Primary School – new campus (interim name) 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 at both the North Melbourne PS main campus and additional campus are listed in their respective Emergency Management Plans (EMP). The EMP for both campuses also include 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

North Melbourne Primary School and North Melbourne Primary School – new campus (interim name) will maintain:

- North Melbourne Primary School main campus
 - Two major first aid kits which are 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 are also stored in the First Aid Room and throughout the school in central locations
- North Melbourne Primary School – new campus (interim name)
 - Two major first aid kits which are 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 are also stored in the First Aid Room and throughout the school in central locations on each level

The First Aid Officer at each campus 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/sick bay area

Our school follows the Department's policy and guidance in relation to our First Aid Room 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.
- 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, North Melbourne Primary School including North Melbourne Primary School – new campus (interim name) will notify parents/carers by sending a note home to parents/carers, via Compass, email or phone call.
- 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 has been administered to a student, North Melbourne Primary School will:
 - record the incident on Compass
 - record the provision of care on eduSafe Plus. If the care 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 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 provided regularly as a standard first aid treatment. 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](#)

In the event that medication administration is required, parents will be contacted and will need to provide consent via:

https://docs.google.com/forms/d/1gRjK3OxdVfEEO7IZES6vnCCiu77ksFJib0PVbBo_ggl/

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 as required
- reminders in our school newsletter as required
- hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- All first aid questions and information should be directed to our school nurse. The Department’s Policy and Advisory Library (PAL):
 - [First aid for Students and Staff](#)
 - [Health Care Needs](#)
 - [Infectious Diseases](#)
 - [Blood Spills and Open Wounds](#)
 - [Medication](#)
 - [Syringe Disposals and Injuries](#)
- Related policies:
 - Medication Administration Policy
 - Anaphylaxis Policy
 - Asthma Policy
 - Duty of Care Policy
 - Health Care Needs Policy
 - Medication Administration Log
 - Medication Authority Form

The following links are relevant in relation to the latest COVID advice:

- [DET Operations Guide](#)
- [Health and Safety Advice for Schools in the context of Coronavirus \(COVID-19\)](#)

REVIEW CYCLE

Policy last reviewed	April 2022
Approved by	Principal
Next scheduled review date	April 2025 – to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter.

