

First Aid Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the school Principal.

PURPOSE

To ensure the Leopold Primary School parents, carers, staff and students understand the process guidelines and procedures of the school's approach in providing first aid treatment to students and staff.

SCOPE

To identify first aid requirements and implement appropriate arrangements to ensure all injured staff and students are provided with immediate and adequate treatment of injury and illness on school sites or at school approved activities.

First aid for anaphylaxis, diabetes and asthma provided at Leopold Primary School:

- *Anaphylaxis Policy*
- *Diabetes*
- *Asthma Policy*

POLICY

This policy should be read with 's *First Aid, Administration of Medication, Anaphylaxis*.

From time-to-time Leopold Primary staff might need to administer first aid to students or staff 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 Leopold 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

Leopold Primary School will maintain:

- A major first aid kit which will be stored in the school's first Aid room (Sick bay)
- 6 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first Aid kits are stored in the first aid room (Sick bay)

Leopold Primary School's First Aid Officer 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 (sick bay) and be monitored by staff. Depending on the nature of their symptoms, where necessary staff may contact parents/carers or an emergency contact person to ask them to collect the student.

Head injury- anything above shoulders

If a student has injured themselves above the shoulders staff must make contact with parents and carers.

The Concussion Recognition Tool 6 is used to assist with the identification of a suspected concussion.

- If concussion is suspected, the school:
 - must contact the parent or carer and ask them to collect the student from school
 - must recommend that the parent or carer seek a medical assessment, even if the symptoms resolve.
- If concussion is not suspected, the school:
 - must contact and inform the parent or carer of the injury, including that a concussion is not suspected based on use of the Concussion Recognition Tool 6
 - must tell the parent or carer to seek a medical assessment if signs or symptoms of concussion develop over the next few days at home
 - can allow the parent or carer to collect the student from school
 - must be alert to any [subtle symptoms or signs afterwards](#) at school that can suggest concussion

First aid room/sick bay area

Our school follows the Department's 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](#)

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, Leopold Primary School will notify parents/carers by entering sick bay visits onto the Compass platform for parents viewing. 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 Leopold Primary School will:
 - record the incident on Compass
 - 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.

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
- 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 policies on the Department's Policy and Advisory Library (PAL):

- [Anaphylaxis](#)
- [Asthma](#)
- [Blood Spills and Open Wounds Management](#)
- [OHS Management System \(OHSMS\) Employee Health, Safety and Wellbeing](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)
- [First Aid for Students and Staff : General first aid procedures for staff and students | education.vic.gov.au](#)

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 CYCLE

This policy will be reviewed as required or as part of the school's three-year review cycle.

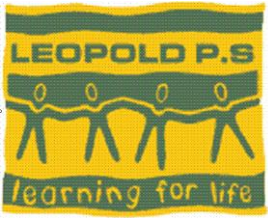
Signed:

R.Brown
School Council President – Ramona Browne

Signed

S.Bott
School Council Executive Officer (Principal) – Stuart Bott

This policy was last updated by School Council on:	20/05/2025
This policy is scheduled for review by School Council in:	May 2028



First Aid/ Sick bay Process Diagram

