

# First Aid Policy



## HELP FOR NON-ENGLISH SPEAKERS

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

## PURPOSE

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

## SCOPE

First aid for anaphylaxis are provided for in our school are:

- *Anaphylaxis Policy*
- *Asthma Policy*

From time to time Spring Parks 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 Spring Parks Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. School register for staff trained in first aid is located in the school's Emergency Management Plan (EMP) and this will be reviewed annually.

## First aid kits

Spring Parks Primary School will maintain:

- A major first aid kit that will be stored in the sick bay at both campuses.
- Two portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
  - The sick at each campus

Robyn Lazaridis (Valley Campus) and Debbie Hancock (West Campus)] will be responsible for maintaining all 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 sick bay at Spring Parks Primary School 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**

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 24/7.
- If first aid is administered for a minor injury or condition, Spring Parks Primary School will notify parents/carers by sending a note home to the family.
- 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 Spring Parks Primary School will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, report the incident to the Incident Support and Operations Centre on 1800 126 126.

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 available on Spring Parks Primary School’s website so that parents and other members of the school community can easily access information about Spring Parks Primary School’s First Aid procedures.

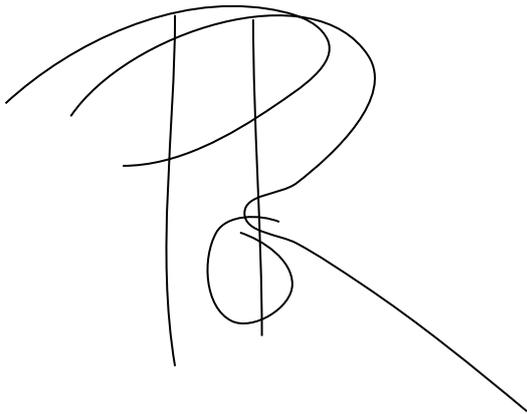
## **FURTHER INFORMATION AND RESOURCES**

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](#)
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## REVIEW CYCLE

Spring Parks Primary School Council will review this policy every 3 years or more often if necessary due to changes in regulations or circumstances.

Date Implemented	February, 2026
Approved By	<b>Philip O'Reilly, Principal</b>
Approval Authority (Signature & Date)	
Date of next review	February, 2030
Responsible for Review	<b>Philip O'Reilly, Principal</b>

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