



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 5988 6253

## 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* and *Asthma Policy*.

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 Boneo 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 Boneo Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Boneo Primary School's trained first aid officers are:

- |                   |                  |                  |                  |
|-------------------|------------------|------------------|------------------|
| - Sue Kraus       | - Amanda Swayn   | - Marija Pandza  | - Amanda Thomas  |
| - Stephanie Brien | - Paula Charles  | - Sean Hewitt    | - Susan McGregor |
| - Thomas Pollett  | - Lauren Smolcic | - Patrick Sumner |                  |

## First aid kits

Boneo Primary School will maintain:

- A major first aid kit which will be stored in First Aid Office
- 6 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in:
  - 1 in the Staff Room
  - 5 in First Aid Office

Sue Kraus 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 Sick Bay 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

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

- 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, Boneo Primary School will notify parents/carers via Compass notification. Parents/carers are contacted by phone to advise of any head injuries.
- 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 Boneo Primary School will:
  - record the incident on Compass
  - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.

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
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

## **RELATED POLICIES AND RESOURCES**

- [Anaphylaxis Policy](#)
- [Asthma](#)
- [Health Care Needs Policy](#)
- [Infectious Diseases Policy](#)
- [Administration of Medication Policy](#)
- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)
- First Aid and Infection and Control Procedure
- First Aid Risk Assessment
- Safe Work Procedures

## **ENDORSEMENT**

This policy was ratified by the Principal on 27<sup>th</sup> May 2023

## **REVIEW PERIOD**

This policy is scheduled for review May 2026