

Purpose

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

Scope

First aid for anaphylaxis and asthma is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department of Education's operational guidance for first aid management relating to COVID-19.

Implementation

From time to time, Park Ridge 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 Park Ridge Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. All staff at Park Ridge Primary School have completed CPR and anaphylaxis training.

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

Park Ridge Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room.
- Six portable first aid kits (bags) which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the First Aid room.

Administration staff 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 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 area

Our school follows the Department of Education'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/carers 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, Park Ridge Primary School will notify parents/carers by sending an SMS notification via Compass, and notify parents/carers by phone if a child receives any injury to the head.
- 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 basic first aid treatment has been administered to a student, Park Ridge Primary School will:
 - record the incident on Compass, and
 - send an SMS alert to parent/carers via Compass about their child's attendance in First Aid.
- When an incident has involved trauma to the head, Park Ridge Primary School will:
 - record the incident on Compass,
 - send an SMS alert to parent/carers via Compass about their child's attendance in First Aid, and
 - contact a parent/carers via telephone to inform them of the specific details of their child's injury to the head.
- Whenever an incident deemed major has required administration of first aid, Park Ridge Primary School will:
 - record the incident on eduSafePlus,
 - report the incident to the Department of Education's Incident Support and Operations Centre (ISOC) unit on 1800 126 126 if deemed a critical incident.
- In accordance with guidance from the Department of Education, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatment. This is because they can mask signs of serious illness or injury.

Further Information and Resources

- Allergies Policy

- Anaphylaxis Policy
- Asthma Policy
- Infectious Diseases Policy
- COVID Safe Policy
- Diabetes Management Policy
- Duty of Care Policy
- Epilepsy and Seizures Policy
- Head Lice Policy
- Medication Policy

The above policies can be located on the PRPS website: [Policies - Park Ridge Primary School](#)

Review and Evaluation Cycle

This policy was last approved by School Council in August 2024 and is scheduled for review in August 2027 as part of the school's three-year internal controls.

Policy:	First Aid		
Date Approved:	August, 2024	Approved By:	Education Committee / Principal
Date for Review:	August, 2027	Date Updated on Policy Index:	August, 2024