

## First Aid Policy

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

First aid kits

Newport Gardens Primary School will maintain:

- A first aid room located adjacent to the front office.
- 5 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the first aid room.

The First Aid Office will be responsible for maintaining all 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 sick bay and be 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 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Newport Gardens Primary School will notify parents/carers by sending a note home or if required a 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 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 Newport Gardens Primary School will:
  - record the incident on CASES21
  - 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, 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. For further information refer to the Department’s Policy and Advisory Library: [Medication](#)

#### COMMUNICATION

- Available publicly on our school’s website
- Included in staff handbook/manual.
- Discussed at staff briefings/meetings as required.
- Hard copy available from school administration upon request

#### 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](#)

#### POLICY REVIEW AND APPROVAL

|                            |            |
|----------------------------|------------|
| Policy last reviewed       | April 2025 |
| Endorsed by                | Principal  |
| Next scheduled review date | April 2028 |