NEWHAM PRIMARY SCHOOL

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*

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 Newham 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 Newham 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. A list is also kept on Edusafe Plus.

This list is reviewed annually.

First aid kits

Newham Primary School will maintain:

- A major first aid kit which will be stored in the first aid cupboard in the first aid room.
- Two red excursion first aid kits which may be used for excursions, camps or yard duty. The excursion first aid kits will be stored:
    - In the emergency first aid cupboard in the first aid room
- Two small first aid kits which may be used for yard duty and in the portables. The first aid kits are stored:
    - In the art room portable and near the yard duty bag

Administration staff 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.

*This policy is written in consultation with DET Guidelines.

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 first aid 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 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, Newham Primary School will notify parents/carers by sending an illness/injury notification to parents/carers via Compass App.
- If first aid is administered for a serious injury or condition, or in an emergency, 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 is administered to a student resulting from a student incident, injury or illness, Newham Primary School will:
    - complete a chronicle sickbay entry on Compass and send this to parents/carers via email and message on Compass.
    - complete an incident notification form; on eduSafe plus where medical/dental treatment was sought and contact WorkSafe if applicable.
    - if care was provided in response to a medical emergency or reportable incident, 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 Department of Education and Training policy, 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

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
- Reminders in our school newsletter
- Hard copy available from school administration upon request

*This policy is written in consultation with DET Guidelines.

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

The following school policies are also relevant to this First Aid Policy:

Other policies linked to this policy:

School Policies

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

REVIEW CYCLE

School Council approval is not required, for noting.

Version	Date Created	Date Noted at School Council (if required)	Revisions Made	Approval by	Next Policy Review
1	Unknown	Unknown	Creation of policy	Julie Soutter	
2	July 2018	To be tabled (does not require School Council approval)	Use of new policy template and realigned with DET Guidelines.	Stuart Telford	As part of the school review process (every 3-4 years)
3	July 2022	August 2022	• reflect the new process of reporting the administration of first aid to a student in eduSafe Plus, rather than CASES21 • clarify that schools will follow Department policy and guidance when managing first aid kits and first aid rooms/sick bays. • include new content on recording staff first aid training in the school's online Emergency Management Plan or other document instead of in the body of the First Aid Policy • amend the outdated name of Security Services Unit to refer to the Incident Support and	Simone Wood (Principal)	3 to 4 years

*This policy is written in consultation with DET Guidelines.

			Operations Centre, along with the updated contact details. • Addition of communication section		
4	August 2026		• Changed from Ueducate Us to Compass. • Amended to chronicle sickbay entry. • Changed to 2 emergency excursion bags and 2 small kits. According to Department requirements for this time	Tim Furphy (Principal)	Every 3-4 years
5	October 2026		• Updated to include list of first aid staff on Edusafe Plus.	Tim Furphy (Principal)	

*This policy is written in consultation with DET Guidelines.