

# FIRST AID POLICY AND PROCEDURES



## PURPOSE

To ensure the school community understands Frankston Heights Primary Schools approach to first aid for staff and students.

## SCOPE

This policy applies to all staff at Frankston Heights Primary School who may need to administer first aid to students and staff at school or school activities.

The 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

The policy should be read in conjunction with the school's Medication Administration, Health Care Needs, Anaphylaxis and Asthma Policies. Together with the policies listed, this policy provides an overview of the school's requirements to ensure the first aid needs of students and staff at school and on approved school activities are met.

### Staffing

Consistent with the Department's First Aid Policy and Procedures, the school will ensure nominated staff complete the required training to meet the first aid needs of the school community.

The school's trained first aid staff are listed in our Emergency Management Plan (EMP). The EMP includes the expiry dates of the training. The list is updated on an annual basis as part of the annual review of our Emergency Management Plan. The number of trained first aid staff complies with the number of staff and students at the school.

### First Aid Officer Duties

The Principal's nominated First Aid Officer coordinates standard medical service provision, student medical records and parent notifications.

Duties include, but are not limited to:

- Assessing the first aid requirements of the workplace by completing a First Aid Risk Assessment in consultation with the Health and Safety Representative (HSR). The assessment is to include:
  - size and layout of the school
  - high risk areas (art, sport)
  - the number of staff and students in the school
  - the nature of hazards
  - the previous incidents and injuries
  - authorised after-hours programs

- the nature and location of regular school excursions and camps
- location of the school (for example, proximity to medical facilities).
- Staff familiarisation with the school's first aid procedures.
- Ensuring relevant staff receive additional training, where required, to meet student health needs. This may include training for anaphylaxis, asthma, diabetes management or extra training to cover excursions, specific educational programs or activities.
- Inspecting and maintaining the first aid room, supplies including first aid kits, equipment [e.g., the automatic external defibrillator (AED)] and the storage and checking of medications.
- Recording all first aid treatment.
- Providing input on first aid requirements for excursions and camps.
- Providing first aid services commensurate with competency and training.

The First Aid Officer and trained first aid staff will be available at the school during normal working hours and at other times when authorised Department programs are being conducted.

Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other staff may be required to help within their level of competency.

### **First aid room and kits**

Frankston Heights Primary School will:

- follow 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](#)
- maintain first aid kits for all groups that leave the school on excursions and camps. The first aid kits will be stored in the first aid room. A register is to be completed to track when the first aid kits are borrowed and returned.

Portable first aid kits will be available for staff on yard duty. These kits will contain:

- a pair of single use plastic gloves
- a bottle of sterile eye solution
- gauze and band-aids
- first aid passes.

The First Aid Officer 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](#).

### **Care for ill students and staff**

Students and staff who are unwell should not attend school.

If a student feels unwell at school, they will be directed to the first aid room 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. Parents will be notified of student attendance in the first room via Sentral.

## First aid management

FHPS will follow the Department's policy and guidance on [General first aid procedures for staff and students](#).

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 or staff member:

- 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.
- Staff will take emergency action in a medical emergency 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 will notify parents/carers if first aid is administered for a minor injury or condition via Sentral, using the sick bay notifications message.
- Staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical if first aid is administered for a serious injury or condition, or in an emergency situation.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, staff will ask parents/carers, or an emergency contact person, to collect the student/staff member 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, Frankton Heights Primary School will:
  - record the provision of the first aid treatment provided and inform the student's parents/carers of their attendance at First Aid by Sentral and/or phone. Information will include the date, time, treatment given and the person administering the first aid.
  - record details on [eduSafe Plus](#) if the first aid treatment is provided following a [recorded 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, if care was provided in response to a medical emergency or reportable incident.
- Whenever first aid treatment is administered to a staff member resulting from a [recorded incident](#), Frankton Heights Primary School will report the incident on [eduSafe Plus](#). For incidents deemed to be notifiable to WorkSafe, the [Notifiable Incident to Work Safe Flowchart](#) will be followed.

In accordance with the Department of Education and Training policy, analgesics, including paracetamol and aspirin, must not be stored or administered as a standard first aid treatment. 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
- 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.](#)

The following school policies are also relevant:

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

## POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2024
Approved by	Principal
Next scheduled review date	July 2026