

FIRST AID POLICY AND PROCEDURES



PURPOSE

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

SCOPE

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

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

- Anaphylaxis Policy
- Asthma Policy

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

From time-to-time Frankston Heights 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

Consistent with the Department's First Aid Policy and Procedures, the principal ensures sufficient staff complete the required level of first aid 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 Kits

Frankston Heights Primary School maintains first aid kits for all students onsite and groups that leave the school on excursions and camps. One main first aid kit is housed in the first aid room. Six excursion first aid kits are stored in the first aid room. A register is completed to track when the first aid kits are borrowed and returned.

Yard duty first aid kits are carried by staff on yard duty. These kits contain:

- a pair of single use plastic gloves
- a bottle of sterile eye solution
- band-aids
- Ventolin puffer and disposable cardboard spacer

- a printed copy of [Concussion Recognition Tool 6 \(CRT6\)](#) (located in yard duty folder)
- first aid passes.

The First Aid Officer is 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 Students

Students who are unwell should not attend school.

If a student becomes unwell during the school day, they will be taken to the first aid room where they will be assessed and monitored by trained staff. Depending on the student's condition and symptoms, parents/carers or an emergency contact person may be contacted and asked to collect the student.

Parents/carers will receive a Sentral notification if their child attends the first aid room.

First Aid Room

Frankston Heights Primary 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

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.
- 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, Frankston Heights Primary School will notify parents/carers by sending a sick bay notification on Sentral.
- 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 is administered to a student resulting from a student incident, injury or illness, Frankston 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.

- o follow the Department's [Reporting and Managing School Incidents \(including emergencies\) Policy](#) if care was provided in response to a medical emergency or reportable incident. This includes 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 policy, analgesics, including paracetamol and aspirin, must 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

COMMUNICATION

This policy is 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
- Parent information sessions

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](#)
- [COVID-19 - School Operations](#)

RELATED SCHOOL POLICIES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2026
Approved by	Principal
Next scheduled review date	May 2030