



EYNESBURY
PRIMARY SCHOOL

First Aid Policy

2023-2026



FIRST AID POLICY

PURPOSE

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

SCOPE

First aid detail 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's operational guidance for first aid management relating to COVID-19.

POLICY

From time-to-time, Eynesbury 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 Eynesbury Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Eynesbury Primary School's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

The list is reviewed annually as part of the review of our Emergency Management Plan.

First Aid kits

Eynesbury Primary School will maintain:

- A major first aid kit which will be stored in the school sick bay at the rear of the administration office
- 1 portable first aid kit which may be used for excursions, camps, or yard duty. The portable first aid kit will be stored in the school administration office.

The school's First Aid/OHS 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.

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 will 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 Room/Sick Bay Area

Our school follows the Department's policy and guidance in relation to our sick bay area to ensure it is safe, hygienic and appropriately equipped.

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, Eynesbury Primary School will notify parents/carers by phone and will log an incident on the school's online management system Compass.
- 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 is 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 resulting from a student incident, injury or illness, Eynesbury Primary School will:
 - record the incident on CASES21 and on Compass
 - If the first aid treatment is provided following a recorded incident, the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
 - if care was provided in response to a medical emergency or reportable incident, we 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 guidance from the Department of Education and Training, 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.

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

FURTHER INFORMATION AND RESOURCES

- 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:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	12/10/23
Approved by	Principal
Next scheduled review date	1/9/2026

Date: 12/10/23

Date for review: 1/09/26