



[Help for non-English speakers](#)

[If you need help to understand the information in this policy please contact the school office.](#)

Purpose

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

Scope

First aid for anaphylaxis and asthma are outlined in our school's:

- Anaphylaxis Policy; and
- 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.

Definitions

CPS – Coatesville Primary School

DET – Department of Education and Training

OHS - Occupational Health and Safety

Principal Nominee – School Nurse or designated First Aid Officer

Policy

From time to time CPS 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 CPS 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 on our DET 'First Aid Summary Sheet' document which is displayed in the Sick Bay and Staffroom.

This list is reviewed on a regular basis as part of the annual review of the OHS Activities Calendar.

First aid kits

CPS will maintain:

- A major first aid kit which will be stored in the Sick Bay.
- Eight (8) portable first aid kits which may be used for excursions, camps, and yard duty. The portable first aid kits are stored in the Sick Bay.
- The Principal Nominee 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

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to Sick Bay 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/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area 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/guardian 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) for medical advice. 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, CPS will use their professional discretion regarding whether parents/carers need to be notified.

If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/guardians or emergency contacts as soon as reasonably practicable.

If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/guardians, 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, CPS will:

- record the incident internally via Compass

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 guidance from the DET, 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:

- Included in new staff induction processes and at the beginning of a school year
- In the school newsletter/Communicator
- Available publicly on our school's website
- Made available in hard copy 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 to this First Aid Policy:

Anaphylaxis Policy

Asthma Policy

Duty of Care Policy

Medications Policy

Policy Review and Approval

This policy will be reviewed every 3-4 years as part of the school's regular policy review cycle.

Policy last reviewed	2023
Approved by	Principal
Next scheduled review date	2026