

FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Brighton Beach Primary School ph: 9591 0888.

PURPOSE

To ensure the school community understands our school's approach to first aid for students. All students have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

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 Brighton Beach Primary School (BBPS) 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 BBPS 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. This list is reviewed as part of the annual review of our Emergency Management Plan.

First aid kits

BBPS will maintain:

- A major first aid kit and an emergency response kit which will be stored in the first aid room.

- Basic first aid kits which are kept in each classroom.
- 9 portable first aid kits which may be used for excursions or camps (along with the major camp first aid bag) and 3 portable first aid bum bags to be used for yard duty. The portable first aid kits will be stored:
 - Excursion first aid bags are stored in the first aid room
 - Yard duty first aid bags are stored near the staff pigeon holes

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](#).

First aid kit/s and a mobile phone will be taken by teachers on all camps and excursions.

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 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.

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, BBPS will notify parents/carers either by email or by sending a letter home with the student.
- 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.
- Following a head injury or knock to the head, children may be more susceptible to concussion. If concussion is suspected the school will contact the parent or carer and ask them to collect the student from school and recommend a medical assessment. If staff have concerns or if any 'red flag' signs

such as loss of consciousness, seizure or convulsion, severe or increasing headache, neck pain or tenderness, weakness or tingling in arms or legs, vomiting and double vision are observed or reported then an ambulance will be called for urgent medical assessment. If concussion is not suspected, the parent or carer will be contacted and informed of the injury.

- Infection control procedures will be adhered to at all times when administering first aid or cleaning up blood or body fluids.
- Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, BBPS will:
 - record the provision of care on Compass Chronicle and/or eduSafe Plus. If the care 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, 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.
 - Report any notifiable incidents to WorkSafe Victoria

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](#)

Medication administration guidelines are provided in BBPS' Medication Administration policy.

Parents and carers to provide the school with up-to-date student health information prior to any camps and excursions.

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
- Reminders in our school newsletter
- 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 to this First Aid Policy:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2024
Approved by	Principal
Next scheduled review date	July 2028