



Help for non-English speakers

If you need help to understand this policy, please contact the Language Loop: Phone 03 9280 1955 for interpreters or call our school office on (03) 5243 2521.

PURPOSE:

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

SCOPE:

First aid 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 Montpellier 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 Montpellier Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community (including First Aid & CPR training documentation).

Montpellier Primary School's trained first aid officers are listed in the school's Emergency Management Plan. Individual staff members' First Aid and CPR training documentation is held by the school's Business Manager.

First aid kits

Montpellier Primary School will maintain:

- A major First Aid kit which will be stored in the First Aid room.
- Ten portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - First Aid room

The Office Administration Team will be responsible for maintaining all First Aid kits. First Aid kits will be checked once each term to ensure they contain the necessary supplies and equipment that adhere to use by date regulations.

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 First Aid 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.

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/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, Montpellier Primary School will notify parents/carers by entry of the injury/condition into Compass and give the student a First Aid Visit Red slip advising the parent to check Compass for the details of the injury/condition.
- 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 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/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, Montpellier Primary School:
 - records the provision of first aid treatment on Compass and communicate to parents/guardians. For severe injuries, records will be completed on EduSafe along with ambulance support through a call to 000.
 - 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 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](#)

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 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	May 2023
Approved by	Principal
Communication and feedback	This policy is always accessible on the school website and feedback from the community can be directed to the school at any time for the School Council to consider.
Next scheduled review date	Term 2 2027 (3-4 Year Cycle)

If changes from the Department of Education occur or if there is feedback from the community, this policy will be reviewed.

