



FIRST AID

POLICY

PURPOSE

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

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

DEFINITION

First Aid involves emergency treatment and support to:

- Protect a person.
- Prevent a condition worsening.
- Preserve life
- Promote recovery

POLICY

From time to time Richmond 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 Richmond Primary School 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). This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Richmond Primary School will maintain:

- A major first aid resource cupboard which will be stored in the RPS First Aid Room
- 2 portable first aid kits which may be used for excursions and camps. The portable first aid kits will be stored in the RPS First Aid Room. The Portable first aid kits will be stored in the:

- RPS First Aid Room
- First Aid Bum Bags for all teachers on yard duty. The First Aid Bum Bags will be stored in:
 - In teachers' offices
- 4 First Aid pouches which may be used in the event of an evacuation or lockdown. The First Aid pouches will be stored
 - In teachers' offices

Jake De Bono 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 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 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. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- 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, Richmond Primary School will:
 - Record the injury on Compass chronicle, this will be done by the staff member attending the injured student.
 - Staff members may contact parents to inform them of minor injuries.
- 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 so that professional treatment may be organised.
- If there is a suspicion of a fracture, parents will be called immediately and asked to collect their child to seek medical attention. If urgent care is required, an ambulance will be called.
- In the following circumstances medical help should be sought (usually by calling an ambulance):

- loss of consciousness, even if only briefly
- a less than alert conscious state
- suspicion of a fracture that requires urgent care and or protruding bones
- suspicion of a spinal injury
- damage to eyes or ears
- deep open wounds.
- heavy bleeding
- Any injuries to a child's head, face, neck or back will be reported to parents/guardian.

First Aid Incident Recording

- Whenever first aid treatment has been administered to a student the school will:
 - Record the incident on Compass if injury is minor.
 - If first aid was administered for a major injury, the incident will be recorded on both Compass and CASES21.
 - 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 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](#)
- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)

POLICY REVIEW AND APPROVAL

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