


First Aid Policy. Including management of sick children

	<p>Help for non-English speakers</p> <p>If you need help to understand the information in this policy, please contact the school Office</p>
<p>Purpose</p>	<p>To ensure the school community understands our school's approach to first aid for students.</p>
<p>Scope</p>	<p>First aid for anaphylaxis and asthma are provided for in our school's <i>Anaphylaxis Policy and Asthma Policy</i></p> <p>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.</p>
<p>Policy</p>	<p>From time-to-time Grovedale West Primary School staff might need to administer first aid to students at school or school activities.</p> <p>Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.</p>
<p>Staffing</p>	<p>The principal will ensure that Grovedale West Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.</p> <p>Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.</p> <p>This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.</p>
<p>First Aid Kits</p>	<p>Grovedale West Primary School will maintain:</p> <ul style="list-style-type: none"> • A major first aid kit which will be stored the administration building First Aid cupboard. • The school has several portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits are stored in the administration building First Aid cupboard. <p>The First Aid Coordinator 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 – First aid kits.</p>
<p>Care for ill students</p>	<p>Students who are unwell should not attend school.</p> <p>If a student becomes unwell during the school day, they may be directed to office first aid supervision area 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.</p> <p>First aid area</p>

	Our school follows the Department’s policy and guidance in relation to our first aid area to ensure it is safe, hygienic and appropriately equipped:
First Aid management	<p>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:</p> <ul style="list-style-type: none"> • 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, Grovedale West Primary School will notify parents/carers by A COMPASS First Aid notification and will contact parents, carers or emergency contacts if required. • 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. • Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Grovedale West Primary School will: <ul style="list-style-type: none"> ○ record the provision of first aid treatment on 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. <p>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</p>
Communication	<p>This policy is communicated to our school community in the following ways:</p> <ul style="list-style-type: none"> • Available publicly on our school’s website Included in staff induction processes, staff training and referred to in Staff Handbook • Available from school administration upon request
Further Information and resources	<p>This policy should be read in conjunction with the following Department policies and guidelines:</p> <ul style="list-style-type: none"> • First Aid for Students and Staff • Health Care Needs • Infectious Diseases • Blood Spills and Open Wounds • Medication • Syringe Disposals and Injuries <p>The following school policies are also relevant to this First Aid Policy:</p>

	<ul style="list-style-type: none"> • Administration of Medication Policy • Anaphylaxis Policy • Asthma Policy • Duty of Care Policy • Health Care Needs Policy 						
Review cycle	<table border="1" data-bbox="384 378 1390 501"> <tr> <td data-bbox="384 378 887 421">Policy last reviewed</td> <td data-bbox="887 378 1390 421">May 2026</td> </tr> <tr> <td data-bbox="384 421 887 463">Approved by</td> <td data-bbox="887 421 1390 463">Principal – May 2026</td> </tr> <tr> <td data-bbox="384 463 887 501">Next scheduled review date</td> <td data-bbox="887 463 1390 501">May 2029</td> </tr> </table>	Policy last reviewed	May 2026	Approved by	Principal – May 2026	Next scheduled review date	May 2029
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