

	<p style="text-align: center;"><b>FRANKSTON PRIMARY SCHOOL</b></p> <p style="text-align: center;"><b>First Aid Policy</b></p>	<p><b>Last Reviewed:</b> 2025</p> <p><b>Next Review:</b> 2028</p>
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#### **Help for non-English speakers**

If you need help to understand the information in this policy please contact the school office on 9783 3769.

## **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 Frankston 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 Frankston Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Frankston Primary School's trained first aid officers as per our OHS First Aid Summary Sheet are:

- Jo Booth – Assistant Principal
- Melissa Taylor – Office Administration
- Rebecca Wilson – Class Teacher
- Kelly Gosch – Education Support Staff

It should be noted further Frankston Primary School staff have the appropriate level of first aid training.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP), our EMP includes the expiry dates of the training and is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

The school also keeps a First Aid Trained checklist of all staff and their expiry dates of training; this list is reviewed on a 6 month basis as a part of our OHS Working Party Meetings.

## **First aid kits**

Frankston Primary School will maintain:

- A major first aid kit which is in the school first aid room in the Administration Office building
- Six (6) portable first aid kits
  - 2 x portable excursion bags – stored in the teacher resource room first aid cupboards
  - 2 x yard duty packs – stored in the Administration Office
  - 1 x camp bag – stored in the teacher resource room first aid cupboards
  - 1 x emergency evacuation bag – stored in the Administration Office in the Emergency Evacuation cupboard
- The Office Administration Assistant will be responsible for maintaining all 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/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.

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, Frankston Primary School will notify parents/carers by sending a note home to parents/carers or a phone call.
- 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 has been administered to a student Frankston Primary School will:
  - record the incident in a First Aid Summary booklet
  - if first aid was administered in a medical emergency, the school will report the incident in CASES21 and to the Department's Incident Support and Operations Centre on 1800 126 126.

In accordance with guidance from the Department of Education, 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:

- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER POLICIES

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

<b>NEXT REVIEW</b>	2028
<b>PRINCIPAL</b>	Renée Kennedy
<b>EVALUATION</b>	This policy will be reviewed as part of the school's review cycle, or as required due to changes in relevant Acts, Laws, DE mandates, or should situations arise that require earlier consideration.