



FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Hallam PS on 9703 1536, review our website or come to the school office.

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

Relevant staff receive additional training, where required, to meet student health needs. These may include training for anaphylaxis, asthma, diabetes management or extra training to cover excursions, specific educational programs or activities.

Hallam Primary School's CURRENT trained first aid officers are: LOUISA CAREY, ANNIE CHHEN, AMY KONG, PAIGE DANG, LINDA MORGAN, SIMON WAY, MEAGHAN CRAWFORD, ROBYN UNTHANK, ELIZA BRITTEN, NADINE WHITE, SARA ONG & CHERYL KING

First aid kits

Hallam Primary School will maintain:

- One major first aid CUPBOARD located in the First Aid room.
- Ten portable first aid kits in fluoro back packs which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the Wardens' rooms spaced around the school :

Locations of Wardens/First Aid Kits:

ROOM 5
ROOM 8
ROOM 11
ROOM 14
ROOM 18

ADMIN OFFICE
STEM CENTRE
MOD 4
HALL
FIRST AID ROOM

First Aid Coordinator/Assistant Principal/Wellbeing Team 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 recess or lunch play, 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.

If a student becomes unwell during the school day, 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 to ensure it is safe, hygienic and appropriately equipped.

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, Hallam Primary School will notify parents/carers by i.e. sending a note from the First Aid register, home to parents/carers, and may also contact by phone.
- 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 at Hallam Primary School due to a serious incident/accident, staff will:
 - Record the provision of first aid treatment and the incident on CASES21 and/or eduSafe Plus
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form.
 - 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 guidance from the Department of Education and Training, 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 website
- Included in staff induction processes and staff training
- Included in staff information book
- Discussed at staff meetings as required
- Included in transition and enrolment packs (asthma, allergy, anaphylaxis, health support plans)
- 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:

- Student Health Support Plan
- Administration of Medication Policy
- Medication administration log
- Anaphylaxis Policy
- Asthma Policy

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx>

[About Us | Hallam Primary School \(hallam-ps.vic.edu.au\)](#)

POLICY REVIEW AND APPROVAL

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