



MIRBOO NORTH PRIMARY SCHOOL

First Aid Policy



Help for non-English speakers

If you need help to understand this policy, please contact Mirboo North Primary School on (03) 5668 1375 or email

mirboo.north.ps@education.vic.gov.au

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 schools:

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)

POLICY

From time to time Mirboo North 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 Mirboo North Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Mirboo North Primary School staff first aid trained register is kept in: Teams / First Aid / Files / OHS on the computer and also in the Emergency Management Plan which is reviewed once a year.

Mirboo North Primary School's trained first aid officers are:

NAME	DATE TRAINED	EXPIRY
• Danielle Eden	19/12/2024	19/12/2027
• Kate Vansittart	19/12/2024	19/12/2027
• Anthony Collins	06/12/2022	06/12/2025

First aid kits

Mirboo North Primary School will maintain:

- A major first aid kit which will be stored in the sick bay.
- Schools need at least 1 portable first aid kit which may be used for excursions, camps, or yard duty.
- The portable first aid kit will be stored: Sick bay

The first aid officer will be responsible for maintaining all first aid kits yearly and the ongoing restocking of first aid kits will be done by the teachers that use them throughout the year.

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 sick bay 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 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 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 Mirboo North Primary School will:
 - record the incident on CASES21/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.

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.

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:

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)
- [Duty of Care Policy](#)
- [Health Care Needs Policy](#)

REVIEW CYCLE

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	June 2027 – Recommended minimum review cycle for this policy is 3 to 4 years.