



Stanhope Primary School

Learning • Success • Respect • Citizenship



Principal: Christine Owen

Phone: 03 5857 2514

Mobile: 0419 548 318

Email: Stanhope@education.vic.gov.au

48 Midland Highway

PO Box 19

Stanhope, Victoria 3623

<http://stanhopeps.vic.edu.au>

First Aid Policy 2024

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*

POLICY

From time-to-time Stanhope 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 Stanhope 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). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

FIRST AID KITS

Stanhope Primary School will maintain:

- A major first aid kit which will be stored in the staff room
- 1 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:

The Business Manager 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 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 606 024) 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, Stanhope Primary School will notify parents/carers by a phone call, text, message via uEducateUs or face to face meeting.
- 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 Stanhope Primary School will:
 - record the incident on eduSafe
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

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.

COMMUNICATION

This policy will be communicated to our school community in the following ways: [please delete the options below in yellow if you do not intend to use these methods.

- Available publicly on our school’s website
- Included in staff induction processes and staff training.

Further Information and Resources

- [Asthma Policy 2023.pdf](#)
- [Asthma 2023 Care Plan for Schools.pdf](#)
- [Asthma Emergency Kit First Aid Incident Log.pdf](#)
- [Administration of Medication 2023.pdf](#)
- [Health Care Needs Policy 2023.pdf](#)
- [Anaphylaxis 2023.pdf](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	24 April 2024
Approved by	Principal
Next scheduled review date	April 2027

Attachments:

First Aid Risk Assessment

References:

<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/resources>