


<i>Policy: First Aid</i>		
Date of next Review: 2028 Responsible for review: <i>Principal</i>	Bright P-12 College Policy 	Date Approved: 4th December 2024 Approving Authority: Principal

PURPOSE

To ensure the school community understands our school’s approach to first aid for students.

SCOPE

First aid for anaphylaxis is provided for in our school’s *Anaphylaxis Policy* and asthma in our *Asthma Policy*.

KEY ACTIONS

School Leadership and Office Staff Responsibilities

Staffing and Training:

- Ensure sufficient staff have appropriate first aid training.
- Maintain a list of trained first aid officers in the Emergency Management Plan (EMP), including training expiry dates.
- Review the list of trained first aid officers annually as part of the EMP review.

First Aid Kits:

- Maintain a major first aid kit in the front office.
- Store 3 overnight portable first aid kits in the front office for excursions or camps.
- Store 7 day portable first aid kits in the front office for daytime excursions or yard duty.
- Store additional specialist first aid kits in designated areas (e.g., art rooms, food tech room, maintenance shed, PE office, canteen, science prep room).
- Keep a snakebite kit and asthma kit in the front office.
- Store a major first aid kit and 3 portable kits in the staff room of the Dinner Plain Campus.
- Administration staff, under the direction of the OH&S Manager, will be responsible for maintaining all first aid kits.

Staff Responsibilities

First Aid Administration

- Administer first aid to students during school or school activities

POLICY

This policy should be read with Bright P-12 College's *First Aid, Administration of Medication, Asthma and Anaphylaxis* policies.

From time-to-time 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 it 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

Bright P-12 College will maintain:

- A major first aid kit which will be stored in the front office.
- 3 X overnight, portable first aid kits which may be used for overnight excursions or camps. The overnight portable first aid kits will be stored in the front office.
- 7 X day, portable first aid kits which may be used for day time excursions or yard duty. The day portable first aid kits will be stored in the front office.
- Additional specialist first aid kits will be stored in; Primary Art room (07), Food Tech room (20), Wood/Metal room (22), Maintenance Shed, PE Office/Stadium (STA), Secondary Art room (24), Canteen and Science Prep room.
- A Snakebite kit and Asthma kit is also stored in the front office.
- A major first aid kit and 3 portable kits are also stored in the staff room of the Dinner Plain Campus.

Administration staff under the direction of the OH&S Manager 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 – refer to [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 room/sick bay area

Our school follows the Department's policy and guidance in relation to our 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, Bright P-12 College will notify parents/carers by phone or message.
- 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 practicable.
- 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 Bright P-12 College will:
 - record the incident on Compass and eduSafe Plus
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form.
 - If first aid was administered in a medical emergency, the Department's [Reporting and Managing School Incidents Policy](#) will be followed, 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, 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

- Available publicly on our school's website
- Included in induction processes for relevant staff

- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school Front Office upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)
- [Anaphylaxis](#)
- [Asthma](#)
- [OHS Management System \(OHSMS\) Employee Health, Safety and Wellbeing](#)

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