



# Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253  
P 03 5782 1268 F 03 5782 1553 E [kilmore.ps@education.vic.gov.au](mailto:kilmore.ps@education.vic.gov.au) W [www.kilmoreps.vic.edu.au](http://www.kilmoreps.vic.edu.au)

## FIRST AID POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school administration office on (03) 5782 1268 or via [kilmore.ps@education.vic.gov.au](mailto:kilmore.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 are provided for in our school's *Anaphylaxis Policy* and *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 Kilmore 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 Kilmore 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 and Critical Incident Management Plan*, which 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.



# Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253  
P 03 5782 1268 F 03 5782 1553 E [kilmore.ps@education.vic.gov.au](mailto:kilmore.ps@education.vic.gov.au) W [www.kilmoreps.vic.edu.au](http://www.kilmoreps.vic.edu.au)

## First aid kits

Kilmore Primary School will maintain:

- First aid equipment, stored in the sickbay
- 1 portable first aid kit in the emergency evacuation trolley
- 4 additional portable first aid kits, which are used for excursions and/or camps, stored in the sickbay

The Assistant Principal (Positive Climate for Learning) 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.

## Sick bay

Our school follows the Department's policy and guidance in relation to our sick bay 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.



# Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253  
P 03 5782 1268 F 03 5782 1553 E [kilmore.ps@education.vic.gov.au](mailto:kilmore.ps@education.vic.gov.au) W [www.kilmoreps.vic.edu.au](http://www.kilmoreps.vic.edu.au)

- 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, Kilmore Primary School will notify parents/carers via a chronicle entry on Compass.
- 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 is administered to a student resulting from a student incident, injury or illness, Kilmore Primary School will:
  - Record the provision of first aid treatment on Compass, using a chronicle entry
  - 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 Department of Education and Training policy, 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

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Made available in hard copy from school administration upon request



## FURTHER INFORMATION AND RESOURCES

The following [School Policies](#) are also relevant to this policy:

- *KPS Administration of Medication Policy*
- *KPS Anaphylaxis Policy*
- *KPS Asthma Policy*
- *KPS Duty of Care Policy*
- *KPS Health Care Needs Policy*
- *KPS Emergency and Critical Incident Management Plan*

The following Department of Education and Training policies and Policy and Advisory Library (PAL) are relevant to this policy:

- [Medication](#)
- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Covid-19 School Operations](#)
- [Syringe Disposals and Injuries](#)

## POLICY REVIEW AND APPROVAL

The Principal is responsible for reviewing and approving this policy every three years.

Policy last reviewed	June 2021
Approved by	Principal
Next scheduled review date	June 2024