



FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9569 5820.

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

Malvern Valley Primary 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

Malvern Valley Primary School will maintain:

- Three portable first aid kits which may be used for excursions, camps, and other offsite activities. The portable first aid kits will be stored in the First Aid room cupboard.
- A first aid bag in every classroom.

A First Aid coordinator will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance of [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

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 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, Malvern Valley Primary School will notify parents/carers by entering a Sickbay Chronicle on Compass and/or 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 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, Malvern Valley Primary School will:
 - Record the provision of care on Sickbay Chronicle.
 - If the care is provided following a recorded incident, the details are recorded through the eduSafe Plus Incident form. For all other presentations, the eduSafe Plus Sick Bay form is used.
 - follow the department's [Reporting and Managing School Incidents \(including emergencies\) Policy](#) if care was provided in response to a medical emergency or reportable incident. This includes 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. For further information refer to the Department's Policy and Advisory Library: [Medication Policy](#)

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website.
- Included in staff induction processes.
- Discussed at staff briefings/meetings as required.
- Hard copy available from school administration upon request.

Related Policies and Resources

Department of Education and Training Policies and Resources:

- [First Aid for Students and Staff Policy](#)
- [Health Care Needs Policy](#)
- [Infectious Diseases Policy](#)
- [Blood Spills and Open Wounds Management Policy](#)
- [Medication Policy](#)
- [Syringe Disposals and Injuries Policy](#)
- [Managing and Reporting School Incidents Policy](#)

School Policies:

- **Administration of Medication Policy**
- **Anaphylaxis Policy**
- **Asthma Policy**
- **Duty of Care Policy**
- **Health Care Needs Policy**

Approval and Review

Created date	August 2026
Approved by	Principal
Next review date	August 2030