



No.1270
202 Simpson Street, Buninyong Vic. 3357
ph: (03) 5341 3560 fax: (03) 5341 3061
email: buninyong.ps@edumail.vic.gov.au
web: www.buninyongps.vic.edu.au

FIRST AID POLICY

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

Buninyong 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

Buninyong Primary School will maintain:

- A major first aid kit which will be stored in the first aid room at the main campus and in the original building of the Scotsburn Campus.
- Each teacher has a portable first aid kit which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in each teacher's office and in the first aid room. At the Scotsburn Campus the portable first aid kits are stored in the teacher's offices.

- Kim Dargaville 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 recess and lunch time breaks they may be directed to the sickbay (at the main campus) and original building (at the Scotsburn Campus) 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. If a student becomes unwell during class time, the classroom teacher will supervise the child and parents/carers or emergency contact if needed.

First aid room/sick bay area

Our school follows the Department’s policy and guidance in relation to our first aid room/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, Buninyong Primary School will notify parents/carers via a Compass entry.
- 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 Buninyong Primary School will:
 - record the incident on Compass
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.
 - 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 treatments. 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](#)

If parents require medication to be administered during the school, the necessary documentation must be collected from the office and filled out by parents / guardians prior to medication being given. At the main campus this documentation is then provided back to the front office staff and at the Scotsburn Campus this documentation is provided to the student’s classroom teacher. Students should not keep medication in their possession, it must be stored by staff.

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 and staff training
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

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:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 2026 the recommended minimum review cycle for this policy is 3 to 4 years]