Brunswick North Primary School

Help for non-English speakers
If you need help to understand the information in this policy please contact the school on 03 9383 1400 or email brunswick.north.ps@education.vic.gov.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 is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Brunswick North 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 Brunswick North 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

Brunswick North Primary School will maintain:

- A major first aid kit which will be stored in the first aid room.
- Eight first aid kits are located around the school
- 3 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
    - First Aid Room

Belinda Villani (School Nurse) 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 first aid room 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.
- Any injuries to a child's head, face, neck or back will be reported to parents/guardian.
- 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, Brunswick North Primary School will notify parents/carers by sending a note home to parents/carers, email or phone call.
- 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 Brunswick North Primary School will:
    - record the incident on CASES21
    - if first aid was administered in a medical emergency, 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.
- No medication will be administered without written permission of parents/guardians. Parents will need to fill out a medication administration form.
- There are 5 Rs to take into consideration when handling and administering medication for students
    - Right Medication
    - Right person
    - Right amount/dosage
    - Right times for administering
    - Right expiry date on medication
- At the commencement of each year (or when current plans/medications expire) am email will be sent to parent/guardian.

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 staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	20/04/2026
Approved by	Principal
Next scheduled review date will be 4 years from last review	April 2030