

Date Reviewed: May 2025  
Responsibility: First Aid Officer

School Council Reviewed: March 2025  
Next Review Date: May 2028

## 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*

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

GKPS trained first aid officers are:

• Monique Purchase	Expires January 2027
• Jenny Bourke	Expires March 2027
• Mary Green	Expires March 2027
• Amanda Oakley	Expires May 2026
• Samantha Palmer	Expires May 2026
• Cassie Pougioukas	Expires March 2025
• Luisa Rinaldi	Expires March 2027
• Rachelle Smith	Expires March 2027

This list is reviewed annually.

### First aid kits

GKPS will maintain:

- A major first aid kit which will be stored in the First Aid Room
- 6 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
  - In the cupboard outside the First Aid Room.

The First Aid Officer will be responsible for maintaining all first aid kits.

- Classrooms and teachers on yard duty will be provided with basic first aid supplies suitable for managing and treating minor injuries or ailments.
- Students with more serious injuries/ailments, including those requiring parent notification, need to be sent to the office for first aid administration and care.

### **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 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 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, GKPS will notify parents/carers via Compass notification.
- 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 GKPS will:
  - record the incident on Compass
  - 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 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](#)

### **Communication**

- 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
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- 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  
<https://www2.education.vic.gov.au/pal>

- 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 Management Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy