

FIRST AID POLICY



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Sale Primary School on 03 5144 5545 or sale.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 is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time-to-time Sale 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 Sale 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

Sale Primary School will maintain:

- A major first aid kit which will be stored in the First aid room.
- Two portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
 - Store room in admin building

Office Administration Staff 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 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.

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](#).



Sale Primary School

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, Sale Primary School will notify parents/carers via a pink First Aid notification slip that is sent home with the child. This will be done by the teacher or office staff who is on duty at the time.
- 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 for a serious illness or injury, Sale Primary School will:
 - record the provision of care on eduSafe Plus. 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.
 - 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.

In accordance with guidance from the 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

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

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Anaphylaxis](#)
- [Asthma](#)
- [Blood Spills and Open Wounds Management](#)
- [OHS Management System \(OHSMS\) Employee Health, Safety and Wellbeing](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)



Sale Primary School

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2025
Approved by	Principal
Review Cycle	3 to 4 years
Next scheduled review date	October 2028