



HARVEST HOME
PRIMARY SCHOOL

First Aid

Policy



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Help for Non-English speakers

If you need help to understand the information in this policy please contact Harvest Home Primary School on 8468 9000 or email: harvest.home@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 and asthma are provided in our schools':

- 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

On occasions, Harvest Home Primary School staff might need to administer first aid to students at school or during school activities.

Families/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The Principal will ensure that Harvest Home 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

Harvest Home Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room
- Staff backpacks for Yard Duty contain basic first aid supplies to treat very minor injuries. (Band-Aids, tissues, sanitizer, and gloves)
- 11 portable first aid kit/s may be used for excursions and camps, The portable first aid kit/s will be stored in the school store room (front office/administration area)
- 2 additional portable first aid kits are also located in the school stadium (gymnasium) and the Balam learning Community (close proximity to the school oval)
- Information regarding students with severe medical conditions is also located in all portable backpacks.

Our First Aid Officer 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.

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 that occurs at school or a school activity that 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, 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 family/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, Harvest Home Primary School will notify families/carers by text message (as well as recorded as a Compass chronicle). The exception to this is that Harvest Home Primary School will phone families/carers for all instances of a student receiving a head knock or any perceived or actual head trauma.
- If first aid is administered for a serious injury or condition, or in an emergency, school staff will attempt to contact families/carers or emergency contacts as soon as reasonably practical by phone.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask families/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, Harvest Home Primary School will:
 - Record the provision of first aid treatment as a Compass Chronicle or EduSafe Plus (if necessary/as appropriate).
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the EduSafe Plus *Incident* form (if necessary/as appropriate).
 - 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, Operations Centre on 1800 126 126 and/or WorkSafe where required under that policy.

In accordance with the 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](#)

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

The Department’s Policy and Advisory Library (PAL):

- ○ [Health Care Needs](#)
- ○ [Health Support Planning Forms](#)
- ○ [Complex Medical Care Supports](#)
- ○ [Child and Family Violence Information Sharing Schemes](#)
- ○ [Privacy and Information Sharing](#)

COMMUNICATION

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

- Available publicly on our school’s website
- Referenced in the staff induction process
- Discussed at staff briefings/meetings, as required
- Discussed at parent information nights/sessions, as required
- Included as an annual reference in the school newsletter, as required
- Made available in hard copy from a Principal class member, upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	August, 2023
Approved by	Andrew Bouzikas (Principal)
Next scheduled review date	August, 2026