



First Aid Policy



Help for non-English speakers:

If you need help to understand the information in this policy, please contact:

Karen Trofin

03 9742 6659

werribee.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 and asthma are provided for in our school:

- *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 Werribee 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 Werribee Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. The principal or nominee will ensure that Werribee Primary School has sufficient staff with Level 2 First Aid Training (HLTAID003) valid for three years and also update their CPR (HLTAID001) annually 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

Werribee Primary School will maintain:

- The portable first aid kit/s will be stored:
 - Sickbay
 - 11 portable first aid kits which may be used for excursions and camps
 - 6 excursions small green kits
 - 2 excursion large blue kits
 - 2 First Aid extra-large red kits
 - 1 Camp -Hard case - large green kit
- 4 x small basic kits in yard duty Folder
- A small green hard case first aid kit located in the Gymnasium Office.



- 29 basic first aid kit located in all Classrooms, including the Canteen, Library, Art Room, Wing Room and Gymnasium.

The First Aid Officer and OHS 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](#).

- St Johns Ambulance replenish the kits four times a year.

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 sick bay and placed in the sickbay overflow space 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/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay overflow 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, Werribee Primary School will:
 - the Parent/Carer will receive a text message sent via XUNO advising them that their child has attended sickbay.
 - a Parent/Carer wishing to obtain further details about a minor injury are welcome to telephone our school on 03 9742-6659
- 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 by phone.
- Students who have received a band aid from a teacher in the classroom or from a yard duty teacher, will not have it recorded on XUNO, unless it has required a follow up with first aid in Sick Bay.
- All serious head injuries parents/guardians will be notified and asked to collect their child from school. Minor head injuries parents/guardians will be notified by SMS or a phone call.
- 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 is administered to a student resulting from a student incident, injury or illness, Werribee Primary School will:
 - record the provision of first aid treatment on XUNO
 - An EduSafe Plus Sick Bay and First Aid Report Form (hardcopy form located in sickbay and PAL) will be completed for serious illness e.g. fracture or if an Ambulance has been called to a student or if an inpatient in hospital. This report will then be entered on EduSafe Plus- Sickbay and First Aid portal by the First Aid Officer, OHS Officer or Leadership. All parties will be notified via email, Principal, parents and staff.
 - if first aid was administered in a medical emergency, EduSafe Plus- Sickbay and First Aid report and Incident Notification report will be completed. If needed contact WorkSafe on 13 23 60 and fill out Online Incident Notification Report.



- 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](#)

Communicaton

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.
- Discussed at parent information nights/sessions.
- 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](#)

Werribee Primary School policies and resources relevant to this policy can be found on our [website](#) and include:

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

Policy review and approval

Policy last reviewed	Dec 2025
Approved by	Principal David Quinn & Assistant Principal Shelley Liard
Next scheduled review date	Dec 2028 Recommended review cycle 3 – 4 years