

Cann River P-12 College

First Aid Policy



Help for non-English speakers
If you need help to understand the information in this policy please contact the school on 03 5158 6245 or email cann.river.p12@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 is 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 the Cann River p-12 College 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 the Cann River P-12 College 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

The Cann River p-12 College will maintain:

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

Rae Stevens 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 <https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/first-aid-kits>

Care for unwell 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/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: <https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/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, 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/carers 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 it is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition the Cann River P-12 College will notify parents/carers by a phone call.
- If first aid is administered for a serious injury or condition, or in an emergency, 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 is administered to a student resulting from a student incident, injury or illness, the Cann River P-12 College 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 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.

The Cann River P-12 College has a paracetamol protocol procedure. If a child is unwell parents are contacted and if they are unable to be picked up and require a Panadol and have parent’s permission, a form is completed and kept on file. Panadol is stored in a locked room at the general office.

COMMUNICATION

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

- Discussed at staff briefings/meetings as required
- Hard copy in foyer
- 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:

- 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: [insert details of your related school policies. A sample list is provided as follows]

- Anaphylaxis Policy
- Asthma Policy
- Administration of medication policy
- Duty of care policy
- Health care needs policy

POLICY REVIEW AND APPROVAL

Policy reviewed:	September 2025
Consultation:	Not required
Approved by:	Principal
Next review:	September 2029