

FIRST AID POLICY

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*

POLICY

From time to time Mallacoota 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 Mallacoota 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.

First aid kits

Mallacoota P-12 College will maintain:

- A major first aid kit which will be stored in sickbay/ first aid room, located at administrations office.
- 4 portable first aid kits and 1 comprehensive First aid kit including a mobile phone which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - General Office

Office Administration staff will be responsible for maintaining all 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 sick bay 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 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, Mallacoota P-12 College will notify parents/carers by phone call or text message if unable to make direct contact.
- 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 Mallacoota P-12 College will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

In accordance with guidance from the Department of Education and Training, 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.

COMMUNICATION

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

Related school policies:

- [Anaphylaxis](#)
- [Health Care Needs](#)
- [Medication](#)

Related Department policies on the Policy and Advisory Library (PAL):

- [Allergies](#)
- [Anaphylaxis](#)
- [Asthma](#)
- [Blood Spills and Open Wounds Management](#)
- [Blood-borne viruses](#)
- [Continence Care](#)
- [Diabetes](#)
- [Doctors in Secondary Schools](#)
- [Epilepsy and Seizures](#)
- [First Aid for Students and Staff](#)
- [Head Lice](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)
- [Victorian School Nursing Program](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025
Approved by	Principal
Next scheduled review date	March 2028