



First Aid Policy

Mornington Park Primary School 5040

POLICY DATE: March 2025 Approved by School Council and Principal

REVIEW: March 2028

“Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. Mornington Park Primary School’s (The school’s) Child Safety Code is available on the school’s website.”

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*

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 Mornington Park PS 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 Mornington Park PS 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. The school also has a list of staff trained in first aid located in the school’s OHS training planner / register. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

A list of first aid trained staff is also on the door of the sick bay for easy access to a trained staff member if required.

First aid kits

Mornington Park PS will maintain:

- First aid equipment is stored in the sick bay
- Six portable first aid kits which may be used for excursions or camps are located in the sick bay. The administration assistant will be responsible for maintaining all first aid kits.
- A first aid kit is also available with the emergency management supplies at the front office.
- All staff on yard duty carry a bag of basic first aid equipment such as band aids and tissues, as well as sick bay passes

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.

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: [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:

- If an incident requiring first aid occurs in the classroom, a call will be made to the office informing them that the child will be sent down or someone needs to collect them.
- If an incident requiring first aid occurs outside, the child will be sent in with a first aid pass accompanied by another student, or the teacher on duty will call the office to send someone out to assist.
- 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, Mornington Park PS will notify parents/carers by SMS using Sentral.
- If first aid is administered for a serious injury or condition including any head injury, 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 Mornington Park PS will:
 - record the incident on sentral which is then exported to CASES21
 - 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 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](#)

School Excursions and Camps

- A qualified First-Aider (Level 2 equivalent) will be in attendance where possible or if required by the school principal for school camps/excursions.
- A First-Aid Kit must be taken on all excursions and camps as is the First Aid Record Book, in which all injuries, illnesses and medicinal dispensing is recorded. This First-Aid Kit is to be signed out and then signed back in on return in the book provided with notification of what needs replaced.
- Staff attending the camp/excursion must be aware of children's medical requirements. All children with medical conditions must have a Medical Management Plan, provided by the parent/guardian. This information will be taken on the excursion or camp.
- A designated Staff Member will be in control of supervision of children taking prescribed medication and for the storage of all medications. A signed indemnity must be provided by the parent/guardian. This information will be taken on camp.

COMMUNICATION

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

- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Available publicly on our school's website
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

In relation to first aid, Mornington Park PS refers to our:

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

