



WATTLE PARK PRIMARY SCHOOL

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 schools:

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)
- [Diabetes Policy](#)

Policy

From time to time Wattle Park 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 Wattle Park Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Wattle Park Primary School's trained first aid officers are

Gayle Cope	Jo Gleeson
Jo Holland	Carolyn Gangell
Deb Alderson	Iris Zhou
Nicholas Lindsay	Richard Abell

First aid kits

Wattle Park Primary School will maintain:

- A major first aid kit is 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 kit/s are stored:
 - in the First Aid Room

First Aid Officer Jo Holland 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 First Aid room 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.

Please note the minimum period of exclusion from Primary School for infectious diseases may be found [HERE](#).

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.
- If first aid is administered for a minor injury or condition, Wattle Park Primary School will notify parents/carers by using COMPASS or phoning
- 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 a serious first aid treatment has been administered to a member of the Wattle Park Primary School community, first aid staff 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 treatments. This is because they can mask signs of serious illness or injury.

Related policies and resources

'Parent Permission to Administer Medication' form is [HERE](#)

Minimum period of exclusion from Primary School for infectious diseases [HERE](#)

[Administration of Medication Policy](#)

[Anaphylaxis Policy](#)

[Asthma Policy](#)

[Diabetes Policy](#)

Review

This policy was updated 2021 and in due for review in 2024