



First Aid Policy & Procedures

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 and Allergy 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 Kerang South 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 Kerang South Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Regular training in emergency first aid, asthma and anaphylaxis / allergy treatment and CPR will be undertaken by all staff as per Department regulations and school needs as required.

Kerang South Primary 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 every 2 years.

First Aid Kits

Kerang South Primary School will maintain:

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

- The nominated First Aid Coordinator 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](#).

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 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: [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, Kerang South Primary School will notify parents/carers by sending a note home to parents/carers, and/or phone call depending on the situation. If a head knock, parents MUST be contacted by telephone.
- 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 Kerang South Primary School will:
 - record minor cases in the KSPS first aid log book and give a copy to parents.
 - record serious cases in Edusafe Plus

- 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 guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be 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](#)

COMMUNICATION

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
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information sessions
- 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](#)
- [COVID-19 - School Operations](#)

The following school policies are also relevant to this First Aid Policy:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2026
Approved by	Principal
Next scheduled review date	August 2028

Appendix 1

Specifically for Kerang South

Responsibilities

- The First Aid Coordinator is responsible for:
 - completing the first aid kit contents checklist each term and sending it to the principal to upload into Edusafe Plus.
 - ensuring supplies in the First Aid, first aid kits and classroom first aid kits are fully stocked (using the OHS checklists) taking special note of use by dates e.g. make a list of items with the use by dates listed for ease of checking. Classroom first aid kits only have minimal items e.g. bandaids.
 - ensuring required medications and plans are kept current (anaphylactic/ allergy plans and asthma plans are the responsibility of the Anaphylaxis and Asthma Coordinators).
 - participating in the risk management process with the OHS staff as required.
 - communicating general organisational matters relating to first aid to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.
 - checking the freezer regularly to ensure that the cold packs are flat and there is no paper around them.
 - regularly inspecting the first aid room and cupboard to ensure that all items are tidy and in the correct places in case of emergency. The first aid room needs to be clear of excess items.
 - re ordering supplies when necessary.
 - updating posters in the first aid room (e.g. first aid officers each year, procedures, OHS etc.).
 - displaying posters for students with severe medical conditions e.g. students who do not fall under the asthma/allergy category (asthma and allergy posters need to be provided by relevant staff). The photographs on these posters need to be as current as possible. The business manager updates the chart at the start of the year.
 - order the minor incidents book when necessary, via the business manager and giving the old book to the business manager.
 - ensuring any linen is clean and changed regularly.
- Tara McKenzie is the current First Aid Coordinator (2026).
- A member of staff will be identified as the Occupational Health and Safety Representative (Stacey Fernee is the OHS nominee).
- Optional: yard duty teachers will carry a bum bag with basic emergency first aid materials (spares in the cupboard near photocopier 1).
- The first aid room will be monitored whilst occupied from either office. Students cannot use the first aid room without adult supervision.
- In the case of severe injury, illness or medical condition, an ambulance will be called and then parents contacted immediately. When parents/guardians are not contactable, all emergency contact numbers will be called until direct contact is made.

- All staff members have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- Children who are ill during class time may be sent to the first aid room as long as the office is notified and supervision can be arranged. If the child needs to go home, the office staff will call the parent only if the teacher is unable to do so.
- Any children with injuries involving blood must have the wounds covered at all times. The bin for disposing items with blood is located in the staff ambulant toilet.
- Sharps procedure/auto injecting devices - procedures for the safe disposal of discarded needles and syringes are as follows:
 - use gloves
 - do not try to recap the needle
 - place the disposal container on the ground next to the syringe.
 - pick up the syringe with an implement such as tongs as far from the needle end as possible.
 - place the syringe needlepoint down in the disposal container in the first aid room.
 - remove gloves and wash hands.

Documentation & Reporting

- All medications need to be handed into the main office and need an accompanying note from home.
- When medication is administered at school from the BM office, the Medication Administration Log Book must be filled in – located in the locked cupboard (key hanging on the rack as you enter the office) in the BM office.
- If first aid treatment is given in the first aid room, a white first aid note will be sent home to inform parents/guardians of the treatment received (duplicate copy book in the first aid room). **If a child has a knock to the head, parents must be telephoned.**
- An Edusafe Plus report online will be completed for more serious injuries that require a doctor, hospital etc. This must be completed WITHIN 48 HOURS of the incident.
- Serious injuries need to be reported to Security Services (**9589 6266**) and possibly Worksafe (**1800 136 089**) WITHIN 48 HOURS e.g. broken bone, concussion, major head trauma etc. (usually injuries resulting in a doctor's treatment or hospital visit). This will usually be done by the principal.
- Parents/Guardians will provide the school with full medical details of the students, including telephone numbers of at least two emergency contacts. Parents/Guardians should ensure that accurate information is on record in the office to facilitate emergency contact.
- At the end of each year (December), requests for updated first aid information will be sent home for the following year, including requests for any asthma management plans, allergy and anaphylaxis plans, high priority medical forms, and reminders to parents/guardians of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

Anaphylaxis, Allergy, Asthma and Other Medical Conditions

- An Asthma/Allergy Management Plan will be completed for all children identified as suffering from asthma or an allergy in consultation with parents and their medical practitioner.
- The Asthma/Allergy Plans will be housed in the first aid room and class teachers will keep a copy on hand in their classroom. There will also be copies placed on CRT plans.
- The school is an accredited Asthma Friendly School and staff members have professional development to maintain this annually.
- All children, especially those with a documented asthma/allergy management plan, will have access to their prescribed medications at all times, under staff supervision.
- Posters of children with anaphylaxis, allergies, asthma and other medical conditions (business manager) need to be created each year by the relevant coordinators with a current photo and displayed in the first aid room, staff room and classrooms.

Camps and Excursions

- The Camps and Excursions Policy contains further specific information in relation to first aid.
- A comprehensive first aid kit will accompany all excursions and camps (check epipen), along with a mobile phone.
- Copies of medical forms for each child will be left at the office.
- Department excursions / camps checklists and risk assessments completed prior.