



DPS FIRST AID POLICY

Reviewed: March 2025

Next review: March 2028

Recommended Review Cycle: every 3 - 4 year

Communication method: School Website, Compass, Staff Briefing

Includes: Care Arrangements for ill Students



Help for non-English speakers

If you need help to understand the information in this policy, please contact Doncaster Primary School on 9848 1122 or email doncaster.ps@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 are provided for in our school's:

**Anaphylaxis Policy*

**Asthma Policy*

POLICY

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

Doncaster Primary'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

Doncaster Primary 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 First Aid Room **First Aid Kits**

Rebecca Rolfe (Office Manager) 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 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 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, Doncaster Primary will notify parents/carers by recording the incident on Compass Chronicle using the sick bay template which is visible to parents. Additionally, parents may be contacted by phone in certain circumstances, i.e. to advise parent if the minor injury involved the head.

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 Doncaster Primary will:

- record the incident on Compass Chronicle
- if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.

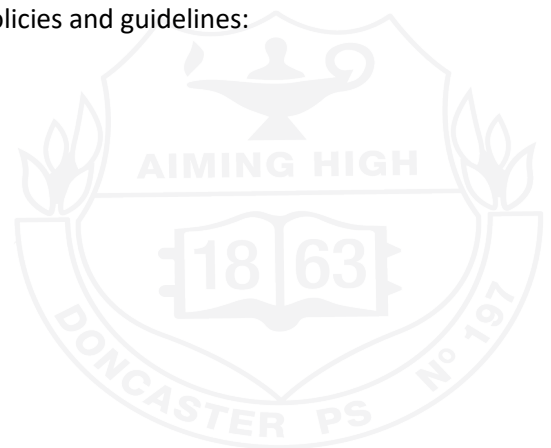
In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments.

This is because they can mask signs of serious illness or injury.

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:

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

