WYPS First Aid Policy

Date Implemented	18/12/2025
Document Owner	First Aid Coordinator/Assistant Principal
Approved By	WYPS School Council
Approval Authority SC President	 18/12/2025
Approval by Principal or Nominee	 18/12/2025
Review Date	December 2029
References	This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL): • Anaphylaxis • Asthma • Blood Spills and Open Wounds Management • OHS Management System (OHSMS) Employee Health, Safety and Wellbeing • Health Care Needs • Infectious Diseases • 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 Policy

HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Woori Yallock Primary School on 03 5964 7258 or woori.yallock.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 is provided for in our school's *Anaphylaxis Policy* and asthma in our *Asthma Policy*.

POLICY

This policy should be read with 's *First Aid, Administration of Medication, Anaphylaxis*.

From time-to-time 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 Woori Yallock Primary School 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.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits
will maintain:

- 3 major first aid kit which will be stored in the First Aid room including medications.
- 8 first aid kids are available for yard duty
- 12 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
    - In the First Aid room

The 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 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
Our school follows the Department's policy and guidance in relation to our first aid room 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 or the school nurse 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, will notify parents/carers either through a Compass Chronical or a phone call.
- 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 Woori Yallock Primary School will:
    - record the incident on Compass
    - 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 where required to under that policy.

In accordance with guidance from the Department of Education 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.

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
- Discussed at parent information nights/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 policies on the Department's Policy and Advisory Library (PAL):

- Anaphylaxis
- Asthma
- Blood Spills and Open Wounds Management
- OHS Management System (OHSMS) Employee Health, Safety and Wellbeing
- Health Care Needs
- Infectious Diseases
- 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 Policy