

POLICY TITLE: First Aid for Students and Staff
DATE DEVELOPED: May 2022
REVIEW DATE: May 2026

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement
with the World

Academic Excellence

Inclusive Learning
Environment

Personal and Social
Wellbeing

PURPOSE

To ensure that the community at Essendon North Primary School 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 Essendon North 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 Essendon North Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Essendon North Primary School ensures that First Aid Officers have completed a recognised first aid training course. At Essendon North Primary School all relevant staff receive additional training, where required, to meet student health needs. These may include training for anaphylaxis, asthma, diabetes management or extra training to cover excursions, specific educational programs or activities.

Essendon North Primary School is required to have a minimum of eight trained first aid officers, as the community is categorised as having between 600 - 799 students and staff.

Essendon North Primary School's trained first aid officers are:

Allocated First Aid Room Duties:

Staff Name	First Aid Training — HLTAID003 Date trained:	Cardiopulmonary Resuscitation (CPR) — HLTAID009 Date Trained:
BRACE, Alexandra	10/03/20	29/03/22
GORDON, Randi	10/03/20	29/03/22
HAYNES, Rebecca	10/03/20	29/03/22
KERMONDE, Karen	10/03/20	29/03/22
PRICONE, Angela	11/03/20	29/03/22

Staff Name	First Aid Training — HLTAID011 Date trained:	Cardiopulmonary Resuscitation (CPR) — HLTAID009 Date Trained:
BYRNS, Joanna	-	-
HEALE, Teresa (Maria)	09/04/22	09/04/22
TANASKOVSKI, Kathryn	29/03/22	29/03/22
PRINGLE, Emma	25/05/21	28/04/22

Essendon North Primary School's trained first aid officers are:

Staff Name	First Aid Training — HLTAID003 Date trained:	Cardiopulmonary Resuscitation (CPR) — HLTAID009 Date Trained:
BARLETTA, Katrina	10/03/20	29/03/22
BRACE, Alexandra	10/03/20	29/03/22
CLARK, Hannah	-	29/03/22
CLARKE, Jan	-	29/03/22
COLLINS, Angela	10/03/20	29/03/22
COOKE, Bronti	-	29/03/22
D'SOUZA, Joshua	-	29/03/22
DO, Lisa	-	29/03/22
EADINGTON, Claire	-	29/03/22

ELSBURY, Susan	10/03/20	29/03/22
GALEA, Michelle	11/03/20	29/03/22
GALLAGHER, Emma	11/03/20	12/5/21
GARNER, Shannon	11/03/20	29/03/22
GORDON, Randi	10/03/20	29/03/22
GROVES, Sarah	-	29/03/22
HARRIS, Lana	11/03/20	12/05/21
HAYNES, Rebecca	11/03/20	29/03/22
JONES, Adrian	10/03/20	29/03/22
KENT, Jonathon	11/03/20	29/03/22
KERMONDE, Karen	11/03/20	29/03/22
KING, Morgan	28/04/22	29/03/22
KINGSLEY, Amanda	10/03/20	-
LABAGALA, Joseph	-	12/05/21
LAPIRA, Lucy	10/03/20	12/05/21
MATHER, Craig	10/03/20	29/03/22
MCARTHUR, Ainslie	-	29/03/22
McINTOSH, Rhys	11/03/20	29/03/22
McKENZIE, Alice	10/03/20	29/03/22
McWHINNEY, Sharon	11/03/20	29/03/22
MI, Marilia	11/03/20	29/03/22
MILIC, Fran	-	-
MYSZKA, Nicolina	10/03/20	29/03/22
PAOLA, Melissa	-	29/03/22
POCOCK, Matt	-	29/03/22
PRICONE, Angela	11/03/20	29/03/22
RYAN, Louise	-	29/03/22
SCHENK, Julie	10/03/20	29/03/22
SMART, Sandra	-	-
SMITH, Connor	-	29/03/22
STEFANOOU, Melanie	11/03/20	29/03/22

STEPHENS, Alice	10/03/20	29/03/22
STRBAC LOW, Jemma	-	29/03/22
TANASKOVSKI, Kathryn	29/03/22	29/03/22
TAYLOR, Claire	11/03/20	29/03/22
TAYLOR, Emma	10/03/20	29/03/22
TOMAN, Josephine	-	-
UPTON, Carole	10/03/20	29/03/22
VENERIS, Nicola	-	29/03/22
VLAH, Macalie	-	29/03/22
WARD, Tanya	-	29/03/22
WILSON, Sian	-	29/03/22
WYND, Darcy	-	29/03/22

**Please note: Whilst the First Aid Policy is reviewed at the conclusion of each cycle, this table is updated annually as training is completed.*

Minimum first aid room requirements

The following items are minimum requirements when establishing a first aid room and are available at Essendon North Primary School:

- personal protective equipment (eye protection, gloves, apron/gown)
- resuscitation mask
- electric power points
- sharps disposal system
- biohazard waste container
- work bench or dressing trolley
- storage cupboards
- sink (with hot and cold water)
- first aid kit appropriate for the workplace
- blankets and pillows
- an upright chair
- desk and telephone
- list of emergency telephone numbers
- First Aid Summary Sheet clearly displayed

- stretcher (if a need is identified using First Aid Risk Assessment)

Please note: Essendon North Primary School also has an accessible wheelchair.

First aid kits

Essendon North Primary School will maintain:

- Six major Portable First Aid Kits, which may be used for excursions, sporting events or camps. The portable first aid kits are stored:
 - at the Front Office, in the File Room
 - throughout the school there are fixed and/or portable first aid kits located at the staff room, gymnasium and art room.
- Fifty Portable Yard Duty first aid kits, allocated to each teacher and member of staff responsible for Yard Duty. These kits are stored in classrooms or with the allocated staff member.

Randi Gordon and the Administration Team 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 at Essendon North Primary School 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 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, Essendon North Primary School will notify parents/carers by logging the incident on Compass, and where required will notify parents via 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 practicable.

- 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 Essendon North Primary School will:

- record the First Aid incident on Compass
- where a reportable incident has occurred, 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
- where required, WorkSafe must be contacted.

In addition, where required, whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Essendon North Primary School will:

- record the provision of care on eduSafe Plus. If the care is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
- 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 Department of Education and Training 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](#).

Emergency Action:

Staff must take emergency action without waiting for parent or carer consent. Delays in these circumstances could compromise safety. Staff must:

- immediately contact emergency medical services (call 000)
- apply first aid until assistance arrives
- notify parents or carers once action has been taken
- notify the Department's Incident Support and Operations Centre (ISOC) on 1800 126 126 and make an Incident Report and Information System (IRIS) alert.

FURTHER INFORMATION AND RESOURCES

- [Anaphylaxis](#)
- [Asthma](#)
- [Blood-borne Viruses](#)
- [Blood Spills and Open Wounds – Management](#)
- [Epilepsy and Seizures](#)
- [Infectious Diseases](#)

- [Medication](#)
- [Policy Advisory Library - First Aid for Students and Staff](#)
- [School exclusion table \(Department of Health\)](#)
- [Syringe Disposals and Injuries](#)

RELATED POLICIES

- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy
- Medication Policy
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- WorkSafe Compliance Code – First Aid in the Workplace

COMMUNICATION

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

- Available publicly on our school's website
- Reminders in our school newsletter
- Included in staff induction processes
- Included in staff handbook/manual
- Signage will be displayed at the front office
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

HELP FOR NON-ENGLISH SPEAKERS



If you need help to understand the information in this policy please contact Essendon North Primary School on (03) 9379 3979.

POLICY REVIEW AND APPROVAL

This policy was developed in May 2022 and is scheduled for review in May 2026. Annual updates with First Aid Trained Staff will be required.

POLICY REVIEW AND APPROVAL

Policy Last Reviewed	May 2022
Approved By	Kate Barletta
Next Scheduled Review Date	May 2026