



FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

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](#)

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 Newtown 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 Newtown Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

As per the [DE First Aid Policy](#), a school of 50 to 199 students is to have at minimum 2 staff training in First Aid.

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:

Newtown Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- 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 Officer will be responsible for maintaining all first aid kits.

Care for Unwell 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 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, Newtown Primary School will notify parents/carers by First Aid/Sick Bay register note to be placed in diary when patient is discharged.
- If first aid is administered for a serious injury or condition (e.g. head injury), 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.
- In the instance that a child is dismissed from school due to illness or injury, the

	rostered on first aid officer will provide a face-to-face handover to the parent or carer collecting the child. ● Whenever first aid treatment has been administered to a student for a serious injury Newtown Primary School will: ○ record the incident on eduSafe Plus ○ if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266. ○ 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.
Communication	This policy will be communicated to our school community in the following ways: ● Available publicly on our school's website (or insert other online parent/carers/student communication method) ● Included in staff induction processes and staff training ● Included in staff handbook/manual ● Discussed at annual staff briefings/meetings ● Reminders in our school newsletter ● Hard copy available from school administration upon request
Further information and resources	● Anaphylaxis Policy ● Asthma Policy ● Medication Policy ● Health Care Needs Policy
Review cycle	This policy was last updated on August 2025 and is scheduled for review in 2029 Approved by: Corrie Barclay (Principal)