First Aid Policy

Barwon Valley School is committed to the safety and wellbeing of all children and young people and has zero tolerance for child abuse. (Child Safe Standards)

Help for non-English speakers

If you need help to understand the information please contact Barwon Valley School on 5243 1813.

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 Barwon Valley 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 Barwon Valley 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

Barwon Valley School will maintain:

- A major first aid kit which will be stored in the cupboard in the Nurse's Office at Admin. If the cupboard is locked, keys can be found with the school nurse.
- 6 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
    - Nurse's Office

The School Nurse 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 Nurse's Office 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 will call 222 and request immediate nurse assistance. They 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.
- If first aid is administered for a minor injury or condition, Barwon Valley School will notify parents/carers by a phone call or a note in the student's diary.
- 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.
- Staff can contact the POISONS INFORMATION LINE in the event of a student ingesting a substance that may be considered potentially dangerous.
- 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 is administered to a student resulting from a student incident, injury or illness, Barwon Valley School will:
    - record the provision of first aid treatment on electric data systems (COMPASS).
    - If the first aid treatment is provided following a recorded incident, the details are recorded through the eduSafe Plus *Incident* form.
    - 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 provided as a standard first aid treatment. 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

Analgesics, including paracetamol and aspirin, will be stored at school and provided to students only after consultation with parents and carers or as per an individual student's medication plan

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/carer/student communication method]

- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Available publicly on our school's website
- 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

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	November 2026
Approved by	Principal
Next scheduled review date	November 2029