



Ainslie Parklands Primary School

Respect - Responsibility - Resilience

FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office on 9870 1566 and an interpreter can be arranged.

PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

The Principal and all staff members have an obligation to be familiar with the school's first aid procedures and observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

First aid for anaphylaxis, asthma, diabetes and other specific medical conditions is provided for in the school's:

- *Anaphylaxis Management Policy*
- *Asthma Management Policy*
- *Diabetes Management (Types 1 & 2) Policy*
- *Epilepsy & Seizure 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 Ainslie Parklands 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 Ainslie Parklands 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.



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First aid kits

Ainslie Parklands Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room / Sick Bay
- A basic first aid kit will be available in each yard duty bag and in each classroom
- A Defibrillator which will be stored in the First Aid Room / Sick Bay
- 1 large portable first aid kit which will be stored in the first aid room / sick bay for use on excursions and camps
- 3 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in each classroom's Lockdown Kit / First Aid Kit

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 first aid room/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, Ainslie Parklands Primary School will notify parents/carers by sending a note home to parents/carers or 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 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 is administered to a student resulting from a student incident, injury or illness, Ainslie Parklands Primary School will:
 - record the provision of first aid treatment on Compass.
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the Compass First Aid form is used.



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- 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](#)

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
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request
- Included in transition and enrolment packs

MORE INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)
- [Attendance](#)

The following school policies are also relevant to this First Aid Policy and are available on the school website:

- *Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Duty of Care Policy*
- *Health Care Needs Policy*

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2025
Approved by	Principal – Jane Capon
Next scheduled review date	August 2028



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Additional Information:

Number of staff and students	First aid officers required The minimum acceptable level of training is HLTAID003 Provide First Aid	
Less than 50	1	
50 to 199	2	
200 to 399	4	
400 to 599	6	
600 to 799	8	
800 to 999	10	
>1000	10 plus 1 first aid officer for every additional 100 staff and students	
Where access is limited to medical and ambulance services (for example, remote workplaces, school field excursions etc.)	2 additional first aid officers for every category	
Where access is limited to medical and ambulance services (e.g., remote workplaces, school field excursions etc.)	2 additional first aid officers for every category (minimum level 2 trained)	2 additional first aid kits for every category

School Specific Procedures

First Aid Officer: Consistent with the Department's First Aid Policy and Procedures, the school will allocate staff member/s as First Aid Officer. The names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be provided as soon as they are known and are listed in the School's Emergency Management Plan (updated annually).

First Aid Officer Duties: The First Aid Officer/s is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.

Their specific duties include:

- Participating in the risk management process within the school as part of the school's OHS team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards.
- Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers.
- Coordinating first aid and maintaining first aid room and first aid kits.
- Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the school (e.g. cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury.
- Recording all first aid treatment. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given.
- Providing input on first aid requirements for excursions and camps.

The First Aid Officer/s will be available at the school during normal working hours and at other times when authorised Department programs are being conducted. Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other staff may be required to help within their level of competency.