ROCHESTER
PRIMARY SCHOOL

FIRST AID POLICY

PURPOSE

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

SCOPE

First aid for anaphylaxis are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Rochester 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 Rochester 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). This list is reviewed on an annual review of our EMP. Our EMP includes the expiry dates of the training.

First aid kits

Rochester Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room.
- 6 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the First Aid room
- Each class has their own first Aid box for local excursions located in the office.

Debbra Wright will be responsible for maintaining all 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 First Aid room 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, Rochester Primary School will notify parents/carers by sending a note home to parents/carers, email, or 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 Rochester Primary School will:
    - record the incident on Edu safe /CASES21
    - if first aid was administered in a medical emergency, report the incident to the Department's incident support and operations centre on 1800 126126

In accordance with guidance from the Department of Education and Training, 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
- 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

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2026
Approved by	Principal
Next scheduled review date	October 2029 (recommended 3-4 years)