



FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact our office staff at Bourchier Street Primary School (Ph:58213488) who will arrange for a translator to communicate with you.

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 Management Policy](#)

POLICY

From time to time Bourchier Street 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 Bourchier Street Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Bourchier Street Primary School's trained first aid officers are listed in Appendix 1.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Bourchier Street Primary School will maintain:

- A major first aid kit which will be stored in Sick Bay.
- Two portable first aid kits which may be used for excursions or camps which will be stored in Sick Bay
- Three backpack first aid kits for yard duty which will be stored in Sick Bay
- Five minor first aid kits which will be stored in the:
 - Resource Room (Block A)
 - Library Office (Block B)
 - IT Office (BER Building)
 - Kitchen (Portables)
 - Canteen

The First Aid Officer 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 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 (other than a head/face injury), Bouchier Street Primary School will notify parents/carers by a phone call, note or email.
- If first aid is administered for a head/face injury parents/carers will be contacted by phone and a note will be provided.
- 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 Bouchier Street Primary School will:
 - record the provision of first aid treatment on Compass
 - 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 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
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following school policies:

- [Administration of Medication](#)
- [Anaphylaxis Policy](#)
- [Asthma Management Policy](#)
- [Health Care Needs Policy](#)

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
- Discussed at staff meetings as required
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	2 nd April 2025
Approved by	Principal
Next scheduled review date	February 2028

APPENDIX 1

First Aid Trained Staff

Staff Member	Training Completed	Date Qualified To
Courtney Simpson	First Aid Level 2 & CPR	05/03/2025
Ebony Peters	First Aid Level 2 & CPR	05/03/2025
Denise Whyte	First Aid Level 2 & CPR	05/03/2025
Lorelle Kellock	First Aid Level 2 & CPR	05/03/2025
Sharon Harris	First Aid Level 2 & CPR	05/03/2025
Kirsty Simm	First Aid Level 2 & CPR	05/03/2025
Jodie Van Popering	First Aid Level 2 & CPR	05/03/2025
Olivia Nania	First Aid Level 2 & CPR	05/03/2025
Lisa Logue	First Aid Level 2 & CPR	05/03/2025
Pam Moran	First Aid Level 2 & CPR	05/03/2025
Megan Walsh	First Aid Level 2 & CPR	05/03/2025
Duane Hueston	First Aid Level 2 & CPR	05/03/2025
Sarah Veitch	First Aid Level 2 & CPR	05/03/2025
Suzanne Stewart	First Aid Level 2 & CPR	05/03/2025
Aaron Moor	First Aid Level 2 & CPR	05/03/2025