



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office by phoning 03 9786 5197 or emailing Seaford.park.ps@education.vic.gov.au.

PURPOSE

The purpose of this policy is to ensure the school community understands our school's approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma is 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, Seaford Park 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 Seaford Park 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), including the expiry dates of the training. A sample is included in Appendix A of this document.

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

FIRST AID KITS

Seaford Park Primary School will maintain:

- A major first aid kit, which will be stored in sick bay
- 3 portable first aid kits, which may be used for excursions, camps, or yard duty.
2 of the portable first aid kits are stored in sick bay and 1 in the BER building.

Our First Aid Officer/Front Office Administrator 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 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 at school or a school activity that 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, Seaford Park Primary School will notify parents/carers by sending a First Aid Compass Notification to families.
- 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, Seaford Park Primary School will:
 - record the provision of first aid treatment on Compass and/or EduSafe Plus
 - 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
- Reminders in our school newsletter
- Hard copy available from school administration upon request

MORE 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](#)
- [Health Care Needs Policy](#)

POLICY REVIEW AND APPROVAL

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|----------------------------|---|
| Policy last reviewed | Term 4 2025 |
| Consultation | Wellbeing and Engagement Subcommittee School Council |
| Approved by | Principal |
| Next scheduled review date | Term 4 2029 |

APPENDIX A: SAMPLE FIRST AID SUMMARY SHEET



Human Resources

First Aid Summary Sheet

This sheet should be displayed near first aid kits, in first aid room/sick bay and on notice boards

General

LOCATION ADDRESS: 141 East Road SEAFORD 3198

NEAREST CROSS STREET: Cane Avenue

LOCATION OF FIRST AID ROOM: General Office

Victorian Poisons Information Line

Available 24 hours a day, 7 days a week on 13 11 26 or call 000 in an event of an Emergency.

First Aid Officers – Completed Provide First Aid (HLTAID003)

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|---|---|---|---|--|
|  |  |  |  |  |
| Linda Hawkless Literacy Specialist 03 9786 5197 | Georgia Younger Class 12Y 03 9786 5197 | Hayley Shreeve Year 12S 03 9786 5197 | Anthea Argent Year 56S 03 9786 5197 | Gaye Sloan Teachers' Aide 03 9786 5197 |

Warden/Incident Controllers

Name: Patrick Halpin

Work location: Office

Name: Chris Sellers

Work location: Office

Name: Linda Hawkless

Work location: Wing One

Name: Georgia Younger

Work location: Middle Wing

Name: Carrie Wilson

Work location: Portable

Evacuation Assembly Point (at least 200 metres away from work area)

Assembly Point 1: School Oval

Assembly Point 2: Off site – Belvedere Oval

Nearest Medical Centre

~~Ballarto Rd~~ Medical Centre 301 ~~Ballarto Rd~~ Carrum Downs

Telephone: 03 9776 9199

Nearest Hospital

Frankston Hospital Davey Street Frankston 3199

Telephone: 03 9784 7777

Incident Support Operations Centre (ISOC)

Available 24 hours a day, 7 days a week on 1800 126 126