FIRST AID POLICY 2026 – 2029

Help for non-English speakers

If you need help to understand the information in this policy, please contact Watsonia Heights Primary School office at (03) 9435 4617

PURPOSE

To ensure the school community understands Watsonia Heights Primary School's approach to first aid for students.

SCOPE

First aid for anaphylaxis [and asthma] are provided for in the following policies that are available on Watsonia Heights Primary School's website:

- 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, Watsonia Heights 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 ensures that Watsonia Heights 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 First Aid Officers as part of the Emergency Control Organisation (ECO) are listed in our Emergency Management Plan (EMP).

First aid training requirements for all staff are reviewed on a yearly basis, as part of the annual review of our Emergency Management Plan. First aid training certificates for all staff are stored on administration's U drive and the Departments eduSafe Plus system.

First Aid Kits

Watsonia Heights Primary School maintains:

- Major First Aid Kit supplies, located in the First Aid Room (Block A).
- 1 small First Aid Kit, located in the BER building (Kitchen area)
- 4 Yard Duty bags, located in the staffroom (Block A).
- Portable First Aid kits for excursions and camps, located in the First Aid Room (Block A).
- All classrooms have first aid supplies boxes (including basic supplies such as band aids, vomit bags, tissues, hand sanitiser)

Melanie Edmonds (First Aid Officer) is 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 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 Room

Our school follows the Department's policy and guidance in relation to our First Aid Room 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 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, Watsonia Heights Primary School will:
    - record the provision of first aid treatment on Compass as a Sick Bay Attendance (Chronicle entry).
    - 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 eduSafe Plus *Sick Bay* form is used.
    - follow the department's Reporting and Managing School Incidents (including emergencies) Policy if care was provided in response to a medical emergency or reportable incident. This includes 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 policy, analgesics, including paracetamol and aspirin, are 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 is 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 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
- COVID-19 - School Operations

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

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2026
Approved by	Tony Ryan, Principal on 19 October 2026
Next scheduled review date	October 2029