



FIRST AID



Help for non-English speakers

If you need help to understand the information in this policy please contact Whittlesea Primary School on 97162140.

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 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 Whittlesea 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 Whittlesea Primary School has sufficient staff with the appropriate levels of first aid training to meet the school community's first aid needs.

Whittlesea Primary School's trained first aid officers are:

- Kim Mavrogiannis
- Angela Kilvington
- Jacoba Moreland
- Matthew Kirkright
- Belinda Waldron
- Raelene Gittos

There are 42 current staff First Aid level trained.

First Aid Officers – Completed Provide First Aid (HLTAID011 and HLTAID009)



Name: Kim Mavrogiannis
Work Location: First Aid
Telephone extension: **107**



Name: Angela Kilvington
Work Location: BM Office
Telephone extension **106**



Name: Jacoba Moreland
Work Location: Admin
Telephone extension **101**



Name: Raelene Gittos
Work Location: AP Office
Telephone extension: **103**



Name: Belinda Waldron
Work Location: Back Admin
Telephone extension: **102**



Name: Matthew Kirkright
Work Location: AP Office
Telephone extension: **105**

First aid kits

Whittlesea Primary School will maintain:

- Major first aid kit and supplies which will be stored in the **First Aid Room** in the Heritage Building.
- 40 Yard Duty bags that have been distributed to all staff required to do Yard duty.

Common area First Aid Kits

- 2 x ELC Building – Wellbeing cupboards plus (2 x Asthma emergency kits)
- Office – rooms 13 & 14 (5A / 34E)
- Office - rooms 17 & 18 (2A / 2B)
- Office - rooms 19 & 20 (6A / 6B)
- Office – rooms 21 & 22 (5C / 6C)
- Office – rooms 23 & 24 (34A / 34B)
- Office - rooms 25 & 26 (34D / 34C)
- Classrooms - Art, Stem, Room 11 (5B)
- Office – Gym (1 x Asthma emergency kits)
- PE - 3 x First aid backpacks with (3 x Asthma emergency kits)
- Facilities Room
- Front Office / Reception
- Staff Room

The First Aid officer/s will be responsible for maintaining all first aid kits.

Care for ill students

Unwell students should not attend school.

If students become unwell during the school day they may be directed to the main office during learning time and the First Aid Room during break times 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/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 that occurs 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 an injury or condition. In that case, Whittlesea Primary School will notify parents/carers by sending a First Aid Text Message with details explaining that they have attended first aid, what their injury/medical reason is, treatment given and if they have returned to class activities or if the student will be collected. A phone call will be made to parents/carers if there is a head knock. If the student is to be sent home, they will be sent with a General Advice Information Sheet for parents to reference at home. A phone call may be made before the text message if this is deemed more suitable.
- 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, Whittlesea Primary School will:
 - record the provision of first aid treatment as a First Aid Chronicle 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 the Department of Education and Training policy, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatment. 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 <https://www.whittleseaps.vic.edu.au/>
- 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](#)

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

Policy last reviewed	March 2025
Approved by	Kaylene Kubeil- Principal
Next scheduled review date	March 2028