



# HAWTHORN WEST PRIMARY SCHOOL

## FIRST AID POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the Assistant Principal on 9818 2233.

### 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*

Our school follows the Department's operational guidance for first aid management relating to COVID-19.

### POLICY

From time-to-time Hawthorn West 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 Hawthorn West 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). Our EMP includes the expiry dates of the training. The list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

Hawthorn West Primary School's trained first aid officers are:

- Tania Finocchiaro

- Sally Waller
- Nickely Burke

- **First aid kits**

Hawthorn West Primary School will maintain:

- Major first aid kit stock is stored in the First Aid room
- 8 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored: in the first aid room

Our First Aid Officer/s 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 the 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.

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 minor injury or condition, Hawthorn West Primary School will notify parents/carers by sending an email notification via Compass to parents/carers. A phone call is made home when necessary.
- 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 Hawthorn West Primary School will:
  - record the incident on Compass and CASES 21
  - if first aid was administered in a medical emergency, 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.

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. 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 and Compass
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- 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
- Health Care Needs Policy

## POLICY REVIEW AND APPROVAL

Policy last reviewed	January 2026
Approved by	Nerida Smith - Principal

Next scheduled review date	2029
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