



Help for non-English speakers

If you need help to understand the information in this policy, please contact Kensington Primary School on 93766013 or www.kensingtonps.vic.edu.au

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

From time-to-time Kensington 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. 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, Kensington 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 Kensington Primary School has sufficient staff with the appropriate levels of first aid training (HLTAID011 – Provide First Aid) to meet the first aid needs of the school community.

Kensington Primary School's trained first aid officers:

- Patricia August 2026
- Anna August 2026
- Esther August 2026
- Tracey August 2026
- Christine August 2026
- Caroline August 2026
- Julie August 2026
- Jenny August 2026
- Amanda August 2026
- Priyanka August 2026
- Sophia August 2026
- Rachel August 2026
- Jessica F August 2026
- Jessica B August 2026
- Nuccia August 2026

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry.

This list is reviewed at the beginning of the school year and 6 monthly and as part of the annual review of our Emergency Management Plan.

First aid kits

Kensington Primary School will maintain:

- A major first aid kit which will be stored in the sick bay.
- Two portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in the sickbay

The staff member who has been delegated the role as the First Aid officer 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.

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 sick bay and monitored by trained first aid 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 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, Kensington Primary School will notify parents/carers via a note that their child visited sick bay. The child's attendance at sick bay will be registered on Compass.
- 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 via telephone 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 resulting from a student incident, injury or illness, Kensington Primary School staff will:
 - record the provision of first aid treatment on Compass
 - 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 treatment. 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 on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required

- Discussed at Parent Information sessions
- Reminders in our school newsletter of all policies publish on the school website
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library:

- Anaphylaxis
- Asthma
- Blood Spills and Open Wounds
- OHS Management System (OHSMS)Employee Health, Safety and Wellbeing
- Health Care Needs
- Infectious Diseases
- Medication
- Syringe Disposals and Injuries

The following Kensington Primary School policies are also relevant to this First Aid Policy:

<https://www.kensingtonps.vic.edu.au/page/174/Policies>

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2025
Endorsed by	Principal, Bridget McLaughlin
Next scheduled review date	July 2026