

POLICY TITLE: First Aid for Students and Staff  
DATE DEVELOPED: October 2023  
REVIEW DATE: October 2026

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement  
with the World

Academic Excellence

Inclusive Learning  
Environment

Personal and Social  
Wellbeing

## PURPOSE

To ensure that the community at Essendon North Primary School 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 Essendon North 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 Essendon North Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Essendon North Primary School ensures that First Aid Officers have completed a recognised first aid training course. At Essendon North Primary School all relevant staff receive additional training, where required, to meet student health needs. These may include training for anaphylaxis, asthma, diabetes management or extra training to cover excursions, specific educational programs or activities.

Essendon North Primary School is required to have a minimum of eight trained first aid officers, as the community is currently categorised as having between 600 - 799 students and staff.

Essendon North Primary School's trained first aid officers are:

**Allocated First Aid Room Duties:**

Staff Name	Provide First Aid Training — HLTAID0011 Date trained:	Cardiopulmonary Resuscitation (CPR) — HLTAID009 Date Trained:	Management of Asthma — 22556VIC Date Trained:	Management of Anaphylaxis — 22578VIC Date Trained:
BRACE, Alexandra	08/03/23	08/03/23	08/03/23	08/03/23
BYRNS, Joanna	08/03/23	08/03/23	08/03/23	08/03/23
HEALE, Teresa (Maria)	09/04/22	08/03/23	08/03/23	08/03/23
KERMONDE, Karen	08/03/23	08/03/23	08/03/23	08/03/23
PRICONE, Angela	08/03/23	08/03/23	08/03/23	08/03/23
PRINGLE, Emma	08/03/23	08/03/23	08/03/23	08/03/23
SANDERS, Stacey	11/11/2022	11/11/2022	11/11/2022	11/11/2022
TANASKOVSKI, Kathryn	29/03/22	08/03/23	08/03/23	08/03/23

**Essendon North Primary School's trained first aid officers are:**

Staff Name	Provide First Aid Training — HLTAID0011 Date trained:	Cardiopulmonary Resuscitation (CPR) — HLTAID009 Date Trained:	Management of Asthma — 22556VIC Date Trained:	Management of Anaphylaxis — 22578VIC Date Trained:
BARLETTA, Katrina	08/03/23	08/03/23	08/03/23	08/03/23
CHATELIER, Anouchka	08/03/23	08/03/23	08/03/23	08/03/23
CLARK, Hannah	08/03/23	08/03/23	08/03/23	08/03/23
CLARKE, Jan	08/03/23	08/03/23	08/03/23	08/03/23
CLARKE, Rebecca	08/03/23	08/03/23	08/03/23	08/03/23
COLLINS, Angela	08/03/23	08/03/23	08/03/23	08/03/23
D'SOUZA, Joshua	08/03/23	08/03/23	08/03/23	08/03/23
DO, Lisa	08/03/23	08/03/23	08/03/23	08/03/23
EADINGTON, Claire	08/03/23	08/03/23	08/03/23	08/03/23
EDWARDS, Lillian	08/03/23	08/03/23	08/03/23	08/03/23

ELSBURY, Susan	08/03/23	08/03/23	08/03/23	08/03/23
GALLAGHER, Emma	08/03/23	08/03/23	08/03/23	08/03/23
GARNER, Shannon	08/03/23	08/03/23	08/03/23	08/03/23
GROVES, Sarah	08/03/23	08/03/23	08/03/23	08/03/23
HARRIS, Lana	08/03/23	08/03/23	08/03/23	08/03/23
HUGHES, LUCY	08/03/23	08/03/23	08/03/23	08/03/23
HOCKING-KATZ, Ayesha	08/03/23	08/03/23	08/03/23	08/03/23
JONES, Adrian	08/03/23	08/03/23	08/03/23	08/03/23
KENT, Jonathon	08/03/23	08/03/23	08/03/23	08/03/23
KERMONDE, Karen	08/03/23	08/03/23	08/03/23	08/03/23
KING, Morgan	08/03/23	08/03/23	08/03/23	08/03/23
KINGSLEY, Amanda	08/03/23	08/03/23	08/03/23	08/03/23
LABAGALA, Joseph	11/11/2022	11/11/2022	11/11/2022	11/11/2022
LEE, Pik Kwan (Beatrice)	08/03/23	08/03/23	08/03/23	08/03/23
MATHER, Craig	08/03/23	08/03/23	08/03/23	08/03/23
McINTOSH, Rhys	08/03/23	08/03/23	08/03/23	08/03/23
McKENZIE, Alice	08/03/23	08/03/23	08/03/23	08/03/23
McWHINNEY, Sharon	08/03/23	08/03/23	08/03/23	08/03/23
MILIC, Fran	<i>Not required as works in a remote capacity</i>			
MYSZKA, Nicolina	08/03/23	08/03/23	08/03/23	08/03/23
PAOLA, Melissa	08/03/23	08/03/23	08/03/23	08/03/23
PURCELL, Christine	08/03/23	08/03/23	08/03/23	08/03/23
RYAN, Louise	08/03/23	08/03/23	08/03/23	08/03/23
SCHENK, Julie	08/03/23	08/03/23	08/03/23	08/03/23
SMITH, Connor	08/03/23	08/03/23	08/03/23	08/03/23
STEPHENS, Alice	08/03/23	08/03/23	08/03/23	08/03/23
STEPHENS, Mina-Jae	08/03/23	08/03/23	08/03/23	08/03/23
STRBAC LOW, Jemma	08/03/23	08/03/23	08/03/23	08/03/23
TAYLOR, Claire	08/03/23	08/03/23	08/03/23	08/03/23
TAYLOR, Susannah	08/03/23	08/03/23	08/03/23	08/03/23
UPTON, Carole	08/03/23	08/03/23	08/03/23	08/03/23

VENERIS, Nicola	08/03/23	08/03/23	08/03/23	08/03/23
VLAH, Macalie	08/03/23	08/03/23	08/03/23	08/03/23
WALKER, Serena	08/03/23	08/03/23	08/03/23	08/03/23
WARD, Tanya	08/03/23	08/03/23	08/03/23	08/03/23
WILSON, Sian	15/7/2022	08/03/23	08/03/23	08/03/23
WYND, Darcy	08/03/23	08/03/23	08/03/23	08/03/23
ZAMMIT, Emma	08/03/23	08/03/23	08/03/23	08/03/23
ZANATI, Sylvia	08/03/23	08/03/23	08/03/23	08/03/23

*\*Please note: Whilst the First Aid Policy is reviewed at the conclusion of each cycle, this table is updated annually as training is completed. Our school's trained first aid officers are also listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training and is also updated on an annual basis.*

### Minimum first aid room requirements

The following items are minimum requirements when establishing a first aid room and are available at Essendon North Primary School:

- personal protective equipment (eye protection, gloves, apron/gown)
- resuscitation mask
- electric power points
- sharps disposal system
- biohazard waste container
- work bench or dressing trolley
- storage cupboards
- sink (with hot and cold water)
- first aid kit appropriate for the workplace
- blankets and pillows
- an upright chair
- desk and telephone
- list of emergency telephone numbers
- First Aid Summary Sheet clearly displayed
- stretcher (if a need is identified using First Aid Risk Assessment)

*Please note: Essendon North Primary School also has an accessible wheelchair.*

### **First aid kits**

Essendon North Primary School will maintain:

- Six major Portable First Aid Kits, which may be used for excursions, sporting events or camps. The portable first aid kits are stored:
  - at the Front Office, in the File Room and the First Aid Room
  - throughout the school there are fixed and/or portable first aid kits located at the staff room, gymnasium and art room.
- Fifty Portable Yard Duty first aid kits, allocated to each teacher and member of staff responsible for Yard Duty. These kits are stored in classrooms or with the allocated staff member.

Stacey Sanders and the Administration Team 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 at Essendon North Primary School 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 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, Essendon North Primary School will notify parents/carers by logging the incident on Compass, and where required will notify parents via a phone call.
- 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 practicable.
- 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 resulting from a student incident, injury or illness, Essendon North Primary School will:

- record the First Aid incident on Compass
- where a reportable incident has occurred, record the incident on CASES21
- if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266
- where required, WorkSafe must be contacted.

In addition, where required, whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Essendon North Primary School will:

- record the provision of care on eduSafe Plus. If the care 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.
- 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 policy, Essendon North Primary School will not store or administer painkillers, such as aspirin and paracetamol, as a standard first aid strategy due to their potential to mask signs and symptoms of serious illness or injury. Administration of over-the-counter medications (including paracetamol) will be used as a last resort and require a current annual [Medication Authority Form](#) signed by the parent or guardian before administration can occur. For further information refer to the Department's Policy and Advisory Library: [Medication](#).

### **Emergency Action:**

Staff must take emergency action without waiting for parent or carer consent. Delays in these circumstances could compromise safety. Staff must:

- immediately contact emergency medical services (call 000)
- apply first aid until assistance arrives
- notify parents or carers once action has been taken
- notify the Department's Incident Support and Operations Centre (ISOC) on 1800 126 126 and make an Incident Report and Information System (IRIS) alert.

### **COMMUNICATION**

This policy will be communicated to our staff in the following ways:

- Available publicly on our school's website
- Reminders in our school newsletter
- Included in staff induction processes
- Included in staff handbook/manual
- Signage will be displayed at the front office
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

**FURTHER INFORMATION AND RESOURCES**

- [Anaphylaxis](#)
- [Asthma](#)
- [Blood-borne Viruses](#)
- [Blood Spills and Open Wounds – Management](#)
- [Epilepsy and Seizures](#)
- [Infectious Diseases](#)
- [Medication](#)
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- [Policy Advisory Library - First Aid for Students and Staff](#)
- [School exclusion table \(Department of Health\)](#)
- [Syringe Disposals and Injuries](#)
- WorkSafe Compliance Code – First Aid in the Workplace

**RELATED POLICIES**

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)
- [Duty of Care Policy](#)
- [Health Care Needs Policy](#)
- [Medication Policy](#)

**HELP FOR NON-ENGLISH SPEAKERS**



If you need help to understand the information in this policy please contact Essendon North Primary School on (03) 9379 3979.

**POLICY REVIEW AND APPROVAL**

This policy was reviewed in October 2023 and is scheduled for review in October 2026. Annual updates with First Aid Trained Staff will be required.

**POLICY REVIEW AND APPROVAL**

Policy Last Reviewed	October 2023
Approved By	Kate Barletta
Next Scheduled Review Date	October 2026