



Bentleigh West Primary School

FIRST AID POLICY

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](#)

Policy

From time to time Bentleigh 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 Bentleigh West Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

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

- Charlie Henderson - school nurse
- Anika Smith
- Stephanie Templer
- Brooke Young

First aid kits

Bentleigh West Primary School will maintain:

- A major first aid kit which will be stored in the sick bay.
- Six portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the sick bay. All teachers have an individual first aid kit.

The school nurse will be responsible for maintaining all 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 the school nurse. 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 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.
- If first aid is administered for a minor injury or condition, Bentleigh West Primary School will provide the parents/carers with a form, indicating the nature of the injury, any treatment given and the name of the person providing the first aid.
- 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.
- Any injuries to a child’s head, face, neck or back must be reported to parents/guardian.
- Parents of ill children will be contacted to take the children home.
- 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 Bentleigh West Primary School will:
 - 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.

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.

Further information and resources

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

Review cycle

This policy was last updated in 2020 and is scheduled for review in December 2024.