

# First Aid Policy

## Purpose

To ensure the school community understands our school's approach to first aid for students.

## Scope

First aid for anaphylaxis is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information of 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, Mackellar 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 Mackellar 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 on the Occupational Health and Safety (OHS) noticeboard in the staffroom, and within our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

## First aid kits

Mackellar Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- Portable first aid kit/s may be used for excursions, camps, and/or yard duty. The portable first aid kit/s will be stored in the back room of the general office:
  - 7 X portable first aid kits to be used for excursions can be found in the back room of the General Office. A more comprehensive First Aid kit is provided for camps. The kit is also located in the back room of the General Office.
  - 3 X Portable first aid folders can be found in the cupboard opposite the Main Office.

The school's First Aid Officer is 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 First Aid Room (opposite the Main Office) 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/sick bay area to ensure that 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, Mackellar Primary School notifies parents/carers by sending a message to parents/carers via Xuno School Portal
- 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
- If care is 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. Mackellar Primary School will:
  - record the incident on XUNO and transfer the information to 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, 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.



A list of current First Aiders at Mackellar Primary School is located on the OHS noticeboard in the staffroom.

### 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:

[Anaphylaxis Policy](#)

[Asthma Policy](#)

[First Aid Policy](#)

[Health Care Needs Policy](#)

[Duty of Care Policy](#)

### Communication

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

- Included in the staff handbook
- Included in staff induction processes and staff training
- Included in the parent handbook
- Included in transition and enrolment packs
- Included as annual reference in school newsletters
- Available publicly on our school's website
- Discussed at staff briefings and meetings as required
- Discussed at parent information sessions
- Made available in hard copy from school administration upon request.

### Review Cycle and Evaluation

Policy last reviewed	February 6 <sup>th</sup> 2026
Policy reviewed by	Governance Committee School Council First Aid Officer
Approved by	Principal
School Council ratification	February 19 <sup>th</sup> 2026
Next scheduled review date	February 19 <sup>th</sup> 2027

