

First Aid Policy

includes arrangements for ill students



MONMIA PRIMARY SCHOOL

- Learn and Achieve -

This policy was presented to School Council in October 2025



Help for Non-English Speakers

If you need help to understand the information in this policy, please contact the school office on 9364-1007.

Purpose

To ensure the school community understands our school's approach to first aid for students. Parents/Guardians should be aware that the goal of first aid is not to diagnose or treat a condition.

Scope

First aid for anaphylaxis is provided for in our school's *Anaphylaxis Policy* and asthma in our *Asthma Policy*.

This policy should be read with Monmia Primary School's *First Aid, Administration of Medication, Asthma and Anaphylaxis policies*.

Implementation

Monmia Primary School staff might need to administer first aid to students at school or school activities.

Staffing

The Principal will ensure that Monmia 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.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First Aid Kits

Our school will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- 3 portable first aid kits which may be used for excursions or camps.
- The portable first aid kits will be stored in the First Aid Room.

The First Aid Coordinator 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 or guardians or an emergency contact person to ask them to collect the student.

First Aid Room

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, the school will notify parents/guardians by sending an email notification. Where first aid is administered for a head or face injury parents/guardians are notified via phone and an email notification. The school will provide written advice to an out of school hours care provider if the student is attending that service that afternoon and has incurred a face or head injury that day.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/guardians 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/guardians, 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 to a student, the First Aid Coordinator will:
 - record the incident on eduSafe Plus
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form.
 - if first aid was administered in a medical emergency 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 guidance from the Department of Education, 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.

Communication

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

- Available publicly on the school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Included in the Monmia Primary School Handbook for parents/guardians
- Reminders included in the school newsletter
- Hard copy of policy is available from school administration upon request

Further information

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

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)
- [Anaphylaxis](#)
- [Asthma](#)
- [OHS Management System \(OHSMS\) Employee Health, Safety and Wellbeing](#)

	The following school policies are also relevant to this First Aid Policy and can be found on the Policies page of the school's website: • Administration of Medication Policy • Anaphylaxis Policy • Asthma Policy • Duty of Care Policy • Health Care Needs Policy
Evaluation	This policy will be reviewed by the program leaders every 4 years as part of the schools cyclic review process.
Policy Last Reviewed	September 2025
Consultation	School Staff and Principal
Approved By	Principal 2025
Next Scheduled Review Date	September 2029