



Learners today Leaders tomorrow

## FIRST AID POLICY



If you need help to understand the information in this policy please contact the school office on 5443 2501.

### 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 Lightning Reef 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 Lightning Reef Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. The list is reviewed annually as part of the review of our Emergency Management Plan.

Lightning Reef Primary School trained first aid officers are:

- Jane Kentish July 2025
- Amy Gillett August 2025
- Amy Davies August 2025
- Belinda McDonald May 2026
- Josh West August 2026
- Mel Fuller June 2026
- Melanie Daly July 2026
- Sha Teep Paw December 2026
- Hay Ler August 2027
- Helen Barclay February 2028
- Macey Boland February 2028
- Cara Aghan February 2028
- Lisa Monteith February 2028
- Moo Law Eh Oo February 2028
- Ro DY Sein February 2028
- Kristie Coates February 2028
- Sue Nelson February 2028
- Tim Curtain February 2028
- Fran Turner February 2028
- Katrina Johnstone February 2028

## First aid kits

Lightning Reef Primary School will maintain:

- A major first aid kit which will be stored in First Aid room.
- 2 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:

First Aid Room

An additional First Aid kit is available in the Canteen

Kristie Coates and Sue Nelson 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 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 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, Lightning Reef Primary School will notify parents/carers by sending a note home to parents/carers, and or email, 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 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 Lightning Reef Primary School will:
  - record the incident on EduSafe Plus
  - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 1800 126 126.
  - Report to Worksafe under guidelines if required.

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.

## COMMUNICATION

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

- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

[https://asthma.org.au/?utm\\_term=asthma%20victoria&utm\\_campaign=Asthma+Australia+2020&utm\\_source=adwords&utm\\_medium=ppc&hsa\\_acc=6603400176&hsa\\_cam=8746750026&hsa\\_grp=90092618140&hsa\\_ad=411280391174&hsa\\_src=g&hsa\\_tgt=kwd-860093958645&hsa\\_kw=asthma%20victoria&hsa\\_mt=b&hsa\\_net=adwords&hsa\\_ver=3&gclid=CjwKCAjw\\_LL2BRakEiwAv2Y3SX3eWOrmfl0gOZt1US\\_yl8KxRzpA1rwCg-UyWSc7LNWqHJ\\_AXZljoCIVQQAxD\\_BwE](https://asthma.org.au/?utm_term=asthma%20victoria&utm_campaign=Asthma+Australia+2020&utm_source=adwords&utm_medium=ppc&hsa_acc=6603400176&hsa_cam=8746750026&hsa_grp=90092618140&hsa_ad=411280391174&hsa_src=g&hsa_tgt=kwd-860093958645&hsa_kw=asthma%20victoria&hsa_mt=b&hsa_net=adwords&hsa_ver=3&gclid=CjwKCAjw_LL2BRakEiwAv2Y3SX3eWOrmfl0gOZt1US_yl8KxRzpA1rwCg-UyWSc7LNWqHJ_AXZljoCIVQQAxD_BwE)

[Policies – Lightning Reef Primary School](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	12/02/2025
Approved by	Principal
Next scheduled review date	February 2028