



# FIRST AID POLICY

DROMANA PRIMARY SCHOOL



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Dromana Primary School on 03 5987 2367 or [dromana.ps@education.vic.gov.au](mailto:dromana.ps@education.vic.gov.au).

## 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* and asthma in our *Asthma Policy*.

## POLICY

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

From time-to-time 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.

### 1. Staffing

The Principal will ensure that Dromana 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 below:

First Aid Officer	Certificate/Training Type	Expiry Date
Christine Bowring	Provide First Aid	09/05/2027
Janette Cahill	Provide First Aid	09/05/2027
Gayle Way	Provide First Aid	09/05/2027
Roxanne Elder	Provide First Aid	06/06/2028
Grace Webster	Provide First Aid	09/05/2027
Brooke Lawson	Provide First Aid	09/05/2027
Darren Luff	Provide First Aid	09/05/2027
Emma Galvin	Provide First Aid	06/06/2028
Leanne Warfe	Provide First Aid	06/06/2028
Gabrielle Terry	Provide First Aid	23/10/2027
Sophie Kop	Provide First Aid	06/06/2028
Kate Willson	Provide First Aid	06/06/2028
Tim Forsyth	Provide First Aid	09/05/2027

Hisako Tada	Provide First Aid	09/05/2027
Phoenix Midlovets	Provide First Aid	06/06/2028
Tilly Strange	Provide First Aid	09/05/2027
Edward Aarons	Provide First Aid	08/04/2028
Ebony Corben	Provide First Aid	06/06/2028
Janette Cahill	Provide First Aid	09/05/2027
Daniela D'Arcy	Provide First Aid	06/06/2028
Amanda Redden	Provide First Aid	09/05/2027
Mandy Eldridge	Provide First Aid	25/03/2028

This list is reviewed annually at the start of each year

## 2. First aid kits

Dromana Primary School will maintain:

- A major first aid kit which will be in the first Aid Room 'Block A' main corridor.
- 9 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
  - PE kit in Stadium
  - Cupboard in the storage room opposite First Aid room
  - Ride to School kit stored in Assistant Principal's Office

Rachel Wanivavitharana 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](#).

## 3. 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.

## 4. First aid room/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

## 5. 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, Dromana Primary School will notify parents/carers via Compass.
- 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.
- Where there has been an impact/knock or bump to the head, a staff member will call the parent or emergency contact to collect the student from school to be monitored at home by the parent.
- 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, Dromana Primary School will:
  - record the incident on Compass
  - if first aid was administered in a medical emergency, 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 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.

Do not use an ice pack and/or cold compress in the following circumstances, seek medical assistance or call an ambulance:

<ul style="list-style-type: none"> <li>• loss of consciousness, even if only briefly.</li> <li>• A less than alert conscious state</li> <li>• Suspicion of a fracture</li> <li>• Suspicion of a spinal injury</li> </ul>	<ul style="list-style-type: none"> <li>• Damage to eyes or ears</li> <li>• Penetration of the skin</li> <li>• Deep open wounds</li> </ul>
--	---

## COMMUNICATION

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

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

## FURTHER INFORMATION AND RESOURCES

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:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

## POLICY REVIEW AND APPROVAL

Policy last reviewed	29/04/2026
Approved by	Principal
Next scheduled review date	Before January 2030