

First Aid Policy 2026

1. RATIONALE

All children have the right to feel safe and well, and know that they will be attended with due care when in need of first aid. From time-to-time Templestowe Park Primary School staff might need to administer first aid to students at school or during school activities.

Parents / carers should be aware that the goal of first aid is not to diagnose or treat a condition.

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

First aid for anaphylaxis and asthma are provided for in our school's:

- Anaphylaxis Policy
- Asthma Policy

2. GOALS

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

3. IMPLEMENTATION

Staffing

The Principal will ensure that Templestowe Park 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) and Occupational Health and safety (OHS) Staff Training Register. Our EMP includes the expiry dates of the training. These lists are reviewed on an annual basis as part of the annual review of our Emergency Management Plan and identified OHS Activities Calendar tasks.

Every third year, Templestowe Park Primary school's teaching staff all undergo Level 2 First Aid training. An ES employee, Louise Craggs is the senior first aid officer.

First aid kits

Templestowe Park Primary School will maintain:

- A major first aid kit which will be stored in the first aid room
- Three portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in the first aid room.
- Four additional basic first aid kits for bus rides to accommodate for travel sickness
- One large camp first aid kit
- Four 'bum bags' for yard duty purposes

Louise Craggs 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 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 room/sick bay area

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 or condition, Templestowe Park Primary School will notify parents / carers by sending a note home.
- 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 Templestowe Park Primary School will:
 - record the provision of first aid treatment on CASES21.
 - if care was 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.

In accordance with Department of Education and Training policy, 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

4. COMMUNICATION

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

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Available on our school management platform, Compass
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request.

5. 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:

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

5. EVALUATION

This policy will be reviewed by senior first aid staff and the school's leadership team as part of the school's policy review process.

Policy last reviewed	April 2026
Consultation	The Senior First Aid Officer and the school leadership team were consulted before approval of this policy.
Approved by	Principal 4/5/2026
Next scheduled review date	May 2029