Morwell Central Primary School
First Aid Policy 2026

Help for non-English speakers: If you need help to understand the information in this policy, please contact the school office on 51365568.

Rationale:

All students have the right to feel safe and well knowing that they will be attended with due care when in need of first aid. It is the role of Morwell Central Primary School to care for the welfare of all staff, students and visitors to ensure basic first aid is administered as required.

Aims:

- The aim of this policy is to provide a safe and efficient procedure for the administration of First Aid ensuring that first aid is completed in a competent and timely manner.
- To communicate student's health requirements between parents and the school when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain knowledge and capacity of staff to provide first aid.

Implementation:

Training

- Selected staff are trained to a level 2 First Aid certificate, and with up-to-date CPR qualifications.
- The school's register of staff trained in first aid is in the school's Emergency Management Plan, displayed in the first Aid room and on the OHS notice board. It is reviewed and updated annually.
- Staff will receive two Anaphylaxis briefings each year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma/anaphylaxis medication will also be given at that time.

First Aid Room and Supplies

- The First Aid room will be available to use at all times. A comprehensive supply of basic first aid materials will be stored in an unlocked cupboard in the First Aid room.
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

First Aid

- The administration of any medication will be in accordance with the Morwell Central Primary School Medication Policy. A Medication Authority Form must be completed by parents before any medications can be administered by staff.
- No medication including headache tablets will be administered to students without the written permission of parents or guardians.
- All medication administered to students will be recorded in the Medication file, kept in the First Aid room. Asthma medication is kept in the students' hub area, and use is recorded in their file.
- Parents of ill students will be contacted for the student to be taken home.
- All injuries or illnesses that occur during class time will be referred to the office, if they cannot be managed within the classroom.
- Simple injuries that occur during recess and lunchtime will be treated by yard duty staff who have basic first aid supplies. More serious injuries will be referred to the First Aid room, where a staff member on First Aid duty will assist.
- Any student with injuries involving blood must have the wound covered at all times. A supply of protective disposable gloves is available for use by staff.

Communication and Documentation

- At the commencement of each year, requests for updated first aid information will be sent home including requests for Anaphylaxis Action Plans, Asthma Management Plans, high-priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- Parents/guardians of students who receive first aid will receive a notification via the Compass App.
- For more serious injuries/illnesses, the parents/guardians must be contacted by the First Aid officer on duty so that professional treatment may be organised. Any injuries to a student's head **must** be reported to parents/guardian. They will also receive a notification via the Compass App.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, neck or back will be reported on DEECD Cases21 and onto Worksafe or Edusafe Plus as per DEECD guidelines.
- Parents who collect students from school for any reason (other than emergency) must sign the student out of the school on the Compass Kiosk or on the register maintained in the school office.

Camps and Excursions

- All school camps will have at least one Level 2 first aid trained staff member attending.
- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone as per DEECD Guidelines.
- All students attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are to be kept in excursion folders and carried with the classroom teacher on excursions and camps. The original form is to be kept at school.

- Parents are encouraged to discuss the needs of their child with the class teacher or the teacher/s organising school camps.

Anaphylaxis and Asthma

- Action Plans for Anaphylaxis for all at-risk students are stored with their EpiPens and any other associated medication in the first aid room. Refer to Morwell Central Primary School Anaphylaxis Policy.
- For students with Asthma, a completed Asthma Management Plan is kept in the student's medical files in the Office area as well as in the student's Learning Hub. Each student's asthma medication is in their Learning Hub in a centrally located position. Spare Ventolin is kept in the First Aid room.

Care of ill students

All students who become ill whilst at school will be cared for. Parents will be contacted to collect students who are too ill to be at school. While waiting to be picked up, students will be cared for in the classroom or in the first aid room.

Roles and Responsibilities

Responsibility of the School:

- To ensure that a First Aid risk assessment has been conducted to determine appropriate first aid arrangements have been attended to for their school.
- To provide enough staff to be trained to a level 2 First Aid certificate.

COMMUNICATION

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

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter and via the school Facebook page
- Hard copy available from school administration upon request

Attachments:

This Policy should be read and understood in conjunction with the following school policies:

- Medication Policy
- Asthma Policy
- Anaphylaxis Policy

Evaluation:

This policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by School Council:	April 4, 2026