Grey Street
Primary School Traralgon

Grey Street Primary School Policy

First Aid

Reviewed by School Council Policy Sub Committee:	**March 2026**
Next Review:	**March 2029**

Our purpose is to empower resilient learners to think critically, actively problem solve, be respectful and positively contribute to their world.

At Grey Street that means that we are all active and resilient learners, who learn in different ways. We challenge and support each other with our learning through setting goals, working persistently, problem solving, using feedback and reflecting on our progress. We value a culture of collaboration and mutual support that is focused on achieving success for all staff, students and members of the school community.

At Grey Street Primary School we are committed to maintaining a safe and inclusive environment for everyone, everywhere, all of the time.

Help for non-English speakers

If you need help to understand the information in this policy please contact Grey Street Primary School.

PURPOSE

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

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Grey Street 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 Grey Street 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.

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Grey Street Primary School's trained first aid officers are (Provide First Aid – HLTAID011 training is valid for 3 years):

Date Training Completed	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff
2025	Marlee Sutton First Aid 26/08/25	Karen Tingay Year 6 01/04/23	Janelle Larkin Assistant Principal 21/08/25	Chelsea Fox Year 3 07/07/25	Andrew Simpkins Teacher 21/08/25	Katherine Graham Admin/First Aid 02/06/25	Taylah Da Ros Prep 17/06/25	Ashlee Johnson Admin 26/08/25
2024	Kate Yendall Teacher 24/06/24	Melody Paulet First Aid 20/09/24	Emily Gniel First Aid/Admin 22/08/24	Anthony Graham Year 4 24/04/23	Cass Smyth Year 2 18/04/27	Kylie Marshal Year 3 24/04/24	Emma Gamble Teacher/Art 24/06/24	
2023	Caroline Hayes ES 13/04/23	Meagan Softley Year 1 13/05/23	Jacqui Barnes ES 29/05/23	Melinda Monaghan Performing Arts 03/05/23	James Curwood Year 1 03/05/23	Dean Gray Principal 23/05/23		

First aid kits

Grey Street Primary School will maintain:

- A major first aid kit will be stored in the First Aid Room.
- 10 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

The First Aid Officer 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 first aid room 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, Grey Street Primary School will notify parents/carers by sending a note home to parents/carers or phone call.
- If first aid is administered for a serious injury (including head knocks) 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 Grey Street Primary School will:
    - record the incident on Compass
    - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266 and record on CASES21.

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
- Included in student enrolment packs
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

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

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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	March 2026
Approved by	Principal
Next scheduled review date	Before March 2029