



No. 2479

DIGGERS REST PRIMARY SCHOOL

Plumpton Road, Diggers Rest Vic. 3427

PHONE: 9740 1391

DRPS POLICY: *First Aid Policy*



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact Diggers Rest 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 are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

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.

POLICY

From time to time Diggers Rest 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 Diggers Rest 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.



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▾ First Aid Training

Staff Member	Training Completed	Date Qualified To
Lisa Reeves	Level 2 First Aid	06/09/2026
Sheridan Thomas	Level 2 First Aid	06/09/2026
Lisa Giggins	Level 2 First Aid	06/09/2026
Rochelle Smith	Level 2 First Aid	06/09/2026
Kim Cairns	Level 2 First Aid	06/09/2026
Anna Kazamides	Level 2 First Aid	06/09/2026
Pamela Wilkins	Level 2 First Aid	06/09/2026
Darren Quigley	Level 2 First Aid	06/09/2026
Claudia Quigley	Level 2 First Aid	06/09/2026
Shaun Sims	Level 2 First Aid	06/09/2026
Ewan Hildebrand	Level 2 First Aid	06/09/2026
Leah Dusenjko	Level 2 First Aid	06/09/2026
Kristy Haines	Level 2 First Aid	06/09/2026
Kristy Hermelin	Level 2 First Aid	31/03/2025
Jessica Cere	Level 2 First Aid	22/08/2025



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First Aid Training

Staff Member	Training Completed	Date Qualified To
Lisa Reeves	Level 2 First Aid	29/10/2023
Sheridan Thomas	Level 2 First Aid	29/10/2023
Fiona Cortese	Level 2 First Aid	29/10/2023
Lisa Giggins	Level 2 First Aid	29/10/2023
Rochelle Smith	Level 2 First Aid	23/05/2023
Kim Cairns	Level 2 First Aid	29/10/2023
Anna Kazamides	Level 2 First Aid	29/10/2023
Pamela Wilkins	Level 2 First Aid	29/10/2023
Melissa Scerri	Level 2 First Aid	29/10/2023
Darren Quigley	Level 2 First Aid	29/10/2023
Daniel Newell	Level 2 First Aid	29/10/2023

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan

First aid kits

Diggers Rest Primary School will maintain:

- A major first aid kit that will be stored in the sick bay
- 2 portable first aid kits which may be used for excursions, camps, or yard duty will be stored in the sick bay and classrooms.

Lisa Giggins and Lisa Reeves 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.



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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.

Sick bay area

Our school follows the Department's policy and guidance in relation to our sick bay area 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, Diggers Rest Primary School will notify parents/carers by 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 is administered to a student resulting from a student incident, injury or illness, Diggers Rest Primary School will:
 - record the provision of first aid treatment on Sentral
 - 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.



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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](#)

Exclusion

- The Public Health and Wellbeing Regulations 2019 contain several statutory obligations relating to school excursions for infectious diseases.
- The exclusion periods are the minimum times a child must be excluded from school or childcare.
- Please see <https://www.diggersrestps.vic.edu.au/medical-1> or <https://www.health.vic.gov.au/infectious-diseases/exclusion-periods-for-primary-schools-and-childrens-services> for further information.

COMMUNICATION

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

- Available publicly on our school's website and SENTRAL
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions as required
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

POLICY REVIEW & APPROVAL

LAST REVIEWED	09/10/2024
CONSULTATION	School Leadership Team (Principal, Assistant Principal & Inclusion Leader) DRPS Consultative Committee School Improvement Team School Council
APPROVED BY	Principal & the School Council
NEXT REVIEW CYCLE	09/10/2026



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