

FIRST AID POLICY

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 Greenvale Secondary College 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 Greenvale Secondary College 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 as part of the annual review of our Emergency Management Plan.

Greenvale Secondary College First aid kits

Greenvale Secondary College will maintain:

- A major first aid kit which will be stored the First Aid Room
- Two portable first aid kit/s which may be used for excursions, camps, or yard duty.
The portable first aid kit/s will be stored:
 - First Aid Room

The Business Manager 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.

Management of an unwell student or staff member

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.

The First Aid Room includes a space where ill students can rest comfortably and in privacy while being monitored by staff.

It is important that any staff member or student who becomes unwell while at school with flu-like symptoms gets tested and returns home. Schools can undertake the following steps while a student awaits collection by a parent or carer:

- Staff and students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, should be isolated in an appropriate space with suitable supervision and students should be collected by a parent or carer as soon as possible. Urgent medical attention should be sought where indicated. It is not suitable for an unwell student to travel home unsupervised.
- Where staff or students are experiencing compatible symptoms with coronavirus (COVID-19), the important actions to follow include hand hygiene, physical distance and putting on a surgical face mask (both staff and student where appropriate). See the Department's [guidance for the use of Personal Protective Equipment in education](#).
- In the context of schools supporting students with complex health needs, if the care of an unwell child or young person is to be prolonged (for example, because it will take some hours for a parent to collect a child) and maintaining distance is not practical when providing supervision or direct care, the staff member should wear surgical face mask, gloves, gown and eye protection. See the Department's [guidance for the use of Personal Protective Equipment in education](#).
- Follow cleaning guidance according to the situation of the case. If a student spreads droplet (for example by sneezing, coughing or vomiting), clean surfaces immediately with disinfectant wipes while wearing gloves.
- Please also refer to the [DET Operations Guide](#) in relation to the latest COVID advice. Further Information can also be sourced at the following link: [Health and Safety Advice for Schools in the context of Coronavirus \(COVID-19\)](#).

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, Greenvale Secondary College will notify parents/carers by calling the parent/guardian and placing a note on 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.
- 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 Greenvale Secondary College will:
 - If the first aid treatment is provided following a recorded incident, the details are recorded through the eduSafe Plus Incident form. For all other presentations, the eduSafe Plus Sick Bay form is used.
 - *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."*

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
- included as annual reference in school newsletter
- made available in hard copy from the administration office 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](#)
- [COVID-19 - School Operations](#)

The following school policies are also relevant to this policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy

- Health Care Needs Policy
- Medication Administration Log
- Medication Authority Form

POLICY REVIEW AND APPROVAL

Policy last reviewed	25/05/2026
Consultation	Parent Groups, Staff, School Council
Approved by	School Council
Next scheduled review date	25/05/2030 (4yrs after)

Updates	
Reviewed and updated	21/07/2022
Review	25/05/2026