

# First Aid Policy

## Summary

Table 1 - Document details

<b>Publication date</b>	September 2025
<b>Review date</b>	September 2028
<b>Related legislation/applicable section of legislation</b>	<ul style="list-style-type: none"> <li>• <i>Occupational Health and Safety Act 2004</i></li> <li>• <i>Occupational Health and Safety Regulations 2017</i></li> <li>• <i>Common Law Duty of Care</i></li> <li>• <i>WorkSafe Compliance Code – First Aid in the Workplace</i></li> </ul>
<b>Related policies, procedures, guidelines, standards, frameworks</b>	<p>RSC Anaphylaxis Policy  RSC Asthma Policy  RSC Medication Policy  RSC Health Care Needs Policy</p>
<b>Approved by</b>	School Council
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### **Help for non-English speakers**

If you need help to understand the information in this policy please contact 9755 - 4555.

## 1. Purpose

To ensure the school community understands our school's approach to first aid for students. At any one time, a student can have a health condition or care need that could impact on their attendance and participation within school. This can require short or long-term First Aid planning, supervision for safety, routine health and personal care support and occasionally complex medical care needs.

## 2. 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.

For the purpose of this policy, the aims for the provision of first aid within the College are:

- To administer first aid to students and staff when required in a competent and timely manner
- To communicate student's health problems to parents when considered necessary
- Emergency first aid aims to preserve life through:
  - clearing and maintaining open airways
  - restoring breathing or circulation
  - monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
- Protect a person, particularly if they are unconscious
- Prevent a condition worsening
- Promote recovery

Note: The goal of first aid is not to diagnose or treat the condition. Rowville Secondary College will follow Department policy and guidance when managing first aid kits and first aid rooms.

## 3. Policy

Generally, schools are unable to provide for ill and recuperating students. Teachers require students to have relatively stable health and clear care plans. For example, teachers can safely supervise a child with a chronic health condition such as asthma or diabetes where the individual's health is relatively stable and predictable and care recommendations have been documented and agreed to by the school.

If, however, a student has recently contracted an illness, is infectious and/or needs rest and recuperation, his or her care should be the responsibility of the family.

The school principal will ensure that allocation of staff duties anticipates predictable short and long-term health support needs of students in their care.

First Aid support in the school will be provided in response to unpredictable illness or injury.

From time to time Rowville 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 Rowville Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Staff first aid training is recorded in the college's online Emergency Management Plan (EMP), which includes the expiry dates of all staff training. This is reviewed annually.

## First aid kits

Rowville Secondary College will maintain:

- A major first aid kit which will be stored in each Health Office.
- Minimum of 4 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the Health Office.

College Nurse & First aid officers 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 Health Office 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.

## Health Office

Our school follows the Department's policy and guidance in relation to our Health Office 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, Rowville Secondary College will notify parents/carers by completing an illness/injury parent notification and/or contacting parent/emergency contact. 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 Rowville Secondary College as a result of a student incident, illness or injury, Rowville Secondary College will:
  - record the incident on Edusafe Plus.
  - 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 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. For further information refer to the Department’s Policy and Advisory Library: [Medication](#)

## 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
- Available online for staff via staff portal
- Hard copy available from school administration upon request

#### 4. 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:

- Asthma Policy
- Dispensing Medication Policy
- Health Care Needs Policy
- Anaphylaxis Policy
- Asthma Policy