



# FIRST AID POLICY

Policy 2025-2027



## Help for non-English speakers

If you need help to understand this policy, please contact Roxburgh College on 9930 8100

## Purpose:

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

## Scope:

First aid for anaphylaxis and asthma is provided for in the College:

- *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, Roxburgh College staff might need to administer first aid to students at the College or at College 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 Roxburgh College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the College community.

Roxburgh College's trained first aid officers are nominated prior to the start of each school year and must maintain their qualifications for the period of their nomination. It is the responsibility of the OHS officer to ensure qualifications do not expire.

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

## First aid kits

Roxburgh College will maintain:

- A major first aid kit stored in the sick bay
- Three portable first aid kits stored in sick bay for excursions or yard duty
- Four large portable kits for PE excursions
- Two camp bags stored in the fire cupboard next to sick bay
- An evacuation kit stored in the fire cupboard next to sick bay
- Permanent first aid kits stored in:

- Auto (TC4) - 1 wall mounted
- Electronics (TC1) - 1 wall mounted
- Engineering (TC3) - 1 wall mounted
- Furnishing (TC5) - 1 wall mounted
- Woodwork (TC2) - 1 wall mounted
- Trade centre office (TC6) - 1 wall mounted
- General office (1)
- Hospitality (2)
- Canteen (1)
- Buses - 1 in each bus
- PE office - 1 wall mounted
- Science (1) - wall mounted
- Arts/resource room (1) – 1 wall mounted
- Gateway campus (2)

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 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.

### **First aid room/sick bay area**

Our school follows the Department's policy and guidance in relation to our first aid room/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 the College or at a College 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 serious injury or condition, or in an emergency situation, College staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practicable.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, College 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 Roxburgh College will:
  - Record all issues on Compass and major issues 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 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](#).

### 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:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

### Communication:

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff policy handbook
- Made available in hard copy from school administration upon request
- Uploaded to our school website

### Policy Review and Approval:

Policy last reviewed	March 2025
Approved by	Principal and School Council
Next scheduled review date	March 2027