

## Walcom Ngarrwa Secondary College

# FIRST AID POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact a member of the administrative team at the office.

## 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 Walcom Ngarrwa 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 Walcom Ngarrwa 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. A further listing of trained staff is displayed in the First Aid Room, Administrative Office and Staff Office spaces.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan and updated where required when our OH&S Team meet.

## First aid kits

Walcom Ngarrwa Secondary College will maintain:

- A major first aid kit which is stored in the First Aid Room.
- A minimum of 8 portable first aid kits which may be used for excursions, camps, or yard duty. The portable kits are stored:

- Staff Office locations in each building
- Main Administrative Office
- PE Storeroom
- A minimum of 6 White first aid boxes are fixed to the walls which can be used when required.  
 The portable kits are stored:
  - Food Technology
  - Metal & Woodwork
  - Science
  - Pavillion Staff Office

Administrative Education Support staff are 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 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 room

Our school follows the Department's policy and guidance in relation to our first aid room 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, Walcom Ngarrwa Secondary College will notify parents/carers by contacting parents/carers via telephone and 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 is administered to a student resulting from a student incident, injury or illness, Walcom Ngarrwa Secondary College will:
  - record the provision of first aid treatment on COMPASS.
  - 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 policy, analgesics, including paracetamol and aspirin, will not be stored at school or provided as 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 via COMPASS for students, parents and carers.
- included in staff induction processes and staff training
- discussed at parent information nights/sessions
- reminders via COMPASS
- hard copy available from the office upon request
- Translations available on request

## FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL):
  - [First aid for Students and Staff](#)
  - [Health Care Needs](#)
  - [Infectious Diseases](#)
  - [Blood Spills and Open Wounds](#)
  - [Medication](#)
  - [Syringe Disposals and Injuries](#)
- Related policies:
  - Medication Administration Policy
  - Anaphylaxis Policy
  - Asthma Policy
  - Duty of Care Policy
  - Health Care Needs Policy
  - Medication Administration Log
  - Medication Authority Form

The following links are relevant in relation to the latest COVID advice:

- [COVID-19 School Operations](#)
- [COVID-19 Advice for Victorian Government Schools](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2025
Approved by	Principal
Next scheduled review date	December 2028– to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter.