



Cheltenham Secondary College

Policy	First Aid Policy
Author(s)	Brooke Matthews
Approved by School Council	March 2025
Date to be reviewed	March 2028
Endorsed by	Karl Russell - Principal

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 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 Cheltenham Secondary (SC) staff might need to administer first aid to students at school or school activities.

Parents/guardians should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The Principal will ensure that Cheltenham SC has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our college'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.

First aid kits

Cheltenham SC will maintain:

- A number of major first aid kits which will be stored in the Administration Office
- Multiple portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the Administration.

The Business Manager and Office ES staff 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 unwell students

Students who are unwell must not attend school.

If a student becomes unwell during the school day they will be directed to the Administration Office. Staff will then contact parents/guardians or an emergency contact person to ask them to collect the student. Unwell students cannot remain at school.

First aid room

Our college 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, Cheltenham SC will notify parents/guardians 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/guardians 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/guardians, 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, Cheltenham SC will:
 - record the provision of care 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; edusafe plus.

In accordance with the Department of Education and Training 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.

Over-the-counter medications (including paracetamol) require written consent from the student's parents/guardians, even if the student is carrying or self-administering their 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
- Included in staff handbook/manual

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 college policies are also relevant to this First Aid Policy:

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