



First Aid Policy



Help for non-English speakers

If you need help to understand this policy, please contact info@ae.edu.au.

1.0 Rationale

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

2.0 Scope

This policy applies to:

- All school staff (teaching, administration, wellbeing, support)
- Casual Relief Teachers (CRTs) and volunteers
- All school activities (on-site, off-site, excursions, special events)

First aid for anaphylaxis and asthma are provided for in our school's:

- Anaphylaxis Management Policy and Procedures
- Asthma Management Policy and Procedures

3.0 Policy

From time to time Stott's 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 CEO will ensure that Stott's 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 Staff Training Register 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

Stott's College will maintain:

- A major first aid kit which will be stored in the sick bay.
- A portable first aid kit which may be used for excursions. The portable first aid kits will be stored in the sick bay.

The Campus 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](#).

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.

Our school follows the Department's policy and guidance in relation to our 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 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, Stott's College will notify parents/carers by phone call, email or other.
- 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, Stott's College will record the provision of first aid treatment in the incident register.
- Any students in the sick bay will be supervised by a staff member at all times. No student will be left unsupervised in the first aid room.

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](#)

4.0 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

- referenced in staff handbook/manual
- discussed at staff briefings/meetings as required
- hard copy available from reception upon request.

5.0 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 school policies:
 - Anaphylaxis Management Policy and Procedures
 - Asthma Management Policy and Procedures
 - VCE-POL-12 Medication Management Policy

6.0 Roles and Responsibilities

Board of Directors

- Ensure appropriate governance oversight of the school's compliance with first aid-related legislation, policies and risk-management obligations.
- Approve or note the First Aid Policy as part of school governance.
- Monitor reports/assurances from the CEO regarding first aid capability, training, and safety compliance.

CEO

- Ensure the school has sufficient trained first aid staff to meet community needs.
- Oversee implementation of the First Aid Policy across all campuses and programs.
- Ensure the Emergency Management Plan (EMP) and Staff Training Register are maintained and reviewed annually.
- Ensure adequate resources and systems are in place for effective first aid, training, sick bay management, and emergency response.

Head of School / VCE Coordinator

- Implement first aid procedures within day-to-day school operations.
- Ensure teachers and staff understand and follow the policy, including reporting and communication requirements.
- Coordinate with the Campus Manager and administration to ensure excursions and activities are equipped with appropriate first aid support.
- Monitor student wellbeing concerns and escalate incidents as required.

Teachers

- Follow first aid procedures and seek trained first aid support when needed.
- Direct unwell students to the sick bay and monitor until supervision is transferred.
- Contact parents/carers when required for minor incidents (or assist with communication as per school procedures).

- Record incidents and first aid provided or ensure information is passed to the relevant staff member for entry in the incident register.
- Supervise students during activities and identify when emergency services or NURSE-ON-CALL should be contacted in line with training/competence.

Other Staff (Volunteers, CRTs, Support & Admin Staff)

- Follow school first aid procedures and support trained staff within their level of competence.
- Direct unwell or injured students to the sick bay and alert trained staff.
- Ensure no student is left unsupervised in the sick bay.
- Assist with communication to parents/carers when appropriate and authorised.
- Participate in required induction and training related to first aid processes.

Campus Manager

- Maintain all first aid kits (major and portable) in accordance with Department guidelines.
- Ensure first aid kits are stocked, checked, and stored correctly.
- Support the EMP annual review and ensure first aid equipment information is accurate.

7.0 Document Information

Document Name	First Aid Policy
Document Number	VCE-POL-10
Purpose	Compliance with Child Safety Standards & Ministerial Order
Audience	<input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Public
Category	Learning Environment
Subcategory	Child Health and Safety
Approval Date	18/12/2025
Effective Date	18/12/2025
Last date of endorsement	18/12/2025
Next Review Date	18/12/2027 (Every 2 years)
Policy Advisor	Head of School, VCE Coordinator, Homestay Coordinator, Head of Quality and Risk
Approving Authority	Board of Directors

8.0 Change Log

Date	Version	By	Notes
13/12/2025	1.0	HQR	Stott's College has undertaken a comprehensive policy review and reset to ensure all policies and procedures are purpose-built for the school and under-18 context and aligned with applicable regulatory requirements, with existing materials consolidated, enhanced, or formalised as necessary.