



First Aid Policy

Purpose:

To ensure the Whittlesea Secondary College community understands our College's approach to First Aid for our students.

Scope:

First Aid for Anaphylaxis and Asthma is provided in our College's:

- [Whittlesea Secondary College Anaphylaxis Policy](#)
- [Whittlesea Secondary College Asthma Policy](#)

Note: This policy does not include information on first aid requirements for COVID-19. Our College follows the Department's operational guidance for first aid management relating to COVID-19.

Policy:

On occasions, Whittlesea Secondary College staff might need to administer first aid to students at the College or on 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 Whittlesea Secondary College has sufficient staff with the appropriate levels of First Aid Training to meet the first aid needs of the College community.

Our College's trained First Aid Officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of training. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First Aid Kits

Whittlesea Secondary College will maintain:

A major First Aid Kit which will be stored in Sick Bay.

- The College has 12 portable First Aid Kits which may be used for excursions, camps or yard duty. The portable First Aid Kits are stored in Sick Bay and the Main Office.
- The First Aid Officers will be responsible for maintain all First Aid kits.



Care for Unwell/ill Students

Students who are unwell should NOT attend the College.

If a student becomes unwell during the school day they may be directed to the General Office or Sick Bay and monitored by the College staff or the Sick Bay Officer. Depending on the nature of their symptoms, College staff may contact parents/carers or an emergency contact person to request them to collect the student.

Sick Bay Room/Area

Our school follows the Department's policy and guidance in relation to our Sick Bay room to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#). (Appendix 1 for First Aid Map)

First Aid Management

If there is a situation or incident which occurs at the College or whilst on a College activity which requires first aid to be administered to a student:

- College 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, College staff may take emergency action and do not need to obtain parent/carer consent to do so. College 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, Whittlesea Secondary College will notify parents/carers by phone.
- 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 practical.
- If College 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 is administered to a student resulting from a student incident, injury or illness, Whittlesea Secondary College will:
 - Record the provision of first aid treatment on eduSafe Plus.
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus Incident form. For all other presentations, the eduSafe Plus Sick Bay form is used.
 - 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 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 College community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from the College Office upon request

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 Whittlesea Secondary College policies are also relevant to this First Aid Policy:

- [Whittlesea Secondary College Anaphylaxis Policy](#)
- [Whittlesea Secondary College Asthma Policy](#)
- [Whittlesea Secondary College Medications Policy](#)
- [Whittlesea Secondary College Duty of Care Policy](#)

Policy Review and Approval:

Policy last reviewed	June 2025
Consultation	First Aid Officers, Principal Executive
Approval by	Principal
Next scheduled review date	June 2028



Appendix 1

Whittlesea Secondary College

