



First Aid Policy

Purpose and Rationale:

To ensure the Whittlesea Secondary College community understands our College's approach to First Aid for our students. Whittlesea Secondary College is committed to providing a safe, inclusive and supportive learning environment for all students. Student health and wellbeing are essential to engagement and learning, and the College has a duty of care to take reasonable steps to minimise foreseeable risks of injury and harm. This First Aid Policy establishes a clear and consistent College-wide framework to ensure that appropriate first aid is provided promptly and effectively to students who become unwell or injured at the College or during College activities.

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 but to provide immediate assistance until further medical treatment (if required) can be obtained.

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.

- The College will maintain an appropriate number of trained First Aid Officers.
- The names and training expiry dates of trained staff are recorded.
- Training qualifications and currency are reviewed annually.



Staff training will align with Department guidance, including:

- HLTAID012 Provide First Aid in an education and care setting (or equivalent), where required
- CPR refresher training completed annually

Note: 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. Our College Nurse and First Aid officers will ensure that all first aid kits are:
 - Appropriately stocked
 - Within expiry dates
 - Managed in accordance with the Department's First Aid Kit guidance

Care for Unwell/ill Students

Students who are unwell should NOT attend the College.

If a student becomes unwell during the school day, they:

- Will be directed to the General Office and the triaged to the First Aid Room/Sick Bay.
- They will be monitored by appropriately trained staff.
- Parents/carers or emergency contacts may be contacted to collect the student if required.

The College will not provide ongoing care for students who are too unwell to remain at school

First Aid Room/Sick Bay

Whittlesea Secondary College 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)



Whittlesea Secondary College maintains a First Aid Room that complies with Department guidance to ensure it is:

- Safe
- Hygienic
- Appropriately equipped
- Supervised by trained staff

The First Aid Room is not intended for extended student supervision.

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:

If a situation occurs that requires first aid:

- Trained staff will administer first aid in accordance with their training.
- In an emergency, any staff member may provide assistance within the scope of their competence.
- In a medical emergency, staff may take emergency action without parent/carer consent.
- Staff will contact Triple Zero (000) for emergency services where required.
- In a medical emergency, College staff may take emergency action and do not need to obtain parent/carer consent to do so.
 - Staff may also contact [NURSE-ON-CALL \(on 1300 60 60 24\)](#) in an emergency.

Parent/Carer Notification

- For minor injuries or illness, parents/carers will be notified via COMPASS or phone as appropriate.
- For serious injuries, medical emergencies, or ambulance attendance, parents/carers or emergency contacts will be contacted as soon as practicable.

If medical advice is recommended but an emergency response is not required, parents/carers will be asked to collect the student.

Recording and Reporting

Whenever first aid treatment is administered to a student Whittlesea Secondary College will:

- Record the provision of first aid treatment on **eduSafe Plus**.
- If treatment relates to an incident, it will be recorded using the **eduSafe Plus** Incident Report.
- All other presentations will be recorded using the **eduSafe Plus** Sick Bay form.



If the incident meets reporting thresholds:

- The school will follow the Department's [Reporting and Managing School Incidents Policy](#)
- The Incident Support and Operations Centre (ISOC) will be contacted on 1800 126 126 where required.

Medication

In accordance with Department policy:

- Analgesics (including paracetamol and aspirin) will not be stored or administered as standard first aid treatment.
- Medication will only be administered in accordance with the Colleges Administration of Medication Policy and Department guidelines : [Medication](#)

Communication:

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

- Available publicly on our College website
- Included in staff induction processes/staff training and the staff handbook
- 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 Department of Education Policy and Advisory Library (PAL), including:

- [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](#)

Compliance Statement

This policy aligns with all relevant Department of Education policies, including the First Aid for Students and Staff Policy and Advisory Library (PAL), Health Care Needs, Medication, Infectious Diseases, and Reporting and Managing School Incidents, and is reviewed regularly to ensure continued alignment with current legislation, regulatory requirements and Department guidance.

Policy Review and Approval:

Policy last reviewed	February 2026
Consultation	First Aid Officers, Principal Executive
Approval by	Principal
Next scheduled review date	June 2029

Appendix 1

