



Princes Hill Secondary College

First Aid Policy

Purpose

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

Scope

First aid for anaphylaxis and asthma is 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

Staffing

The Principal will ensure that Princes Hill 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) and managed by our Assistant Principals. Our EMP includes the name, first aid qualification and date of expiry. This list is reviewed as part of the annual review of our Emergency Management Plan.

First Aid Kits

Princes Hill Secondary College will maintain:

- a major first aid kit which will be stored in the student sick bay on Level 1 in the Administration area.
- 14 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the Front Office storeroom

Reception 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.

Migrated to new format: 19 November 2025

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 Front Office, referred to 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.

Sick Bay Area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped. See 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, Princes Hill Secondary College will notify parents/carers via Compass Chronicle.
- 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 has been administered to a student Princes Hill Secondary College will:
 - record the incident directly on to Compass via a Chronicle entry for first aid.
 - 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.
 - present to School Council an annual summary of first aid administered to students.

In accordance with guidance from the Department of Education, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatment. This is because they can mask signs of serious illness or injury. For further information refer to the [Administration of Medication Policy](#).

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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
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter

Related policies 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 school policies are also relevant to this First Aid Policy:

- [Administration of Medication Policy](#)
- [Anaphylaxis Policy](#)
- [Asthma Policy](#)
- [Duty of Care Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	25 August 2022
Approved by	Principal
Next scheduled review date	24 August 2026