



FIRST AID Policy



Help for non-English speakers

If you need help to understand this policy, contact croydon.hills.ps@education.vic.gov.au

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 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

From time to time Croydon Hills Primary School 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 Principal will ensure that Croydon Hills Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

At Croydon Hills all staff are trained First Aid Officers. Our school's trained first aid officers are listed in our Emergency Management Plan (EMP) and relevant documentation. 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

Croydon Hills Primary School will maintain:

- 2 major first aid kits will be stored in the sick bay.
- Five portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the sick bay cupboard
- Defibrillators are stored in the first aid room and stadium

Administration 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 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 school office, who will direct them to the sick bay and be 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.

First aid room

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: [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, a Croydon Hills Primary School staff member will log the incident on Compass. An automated notification email will be sent to parents/carers with the details of the treatment.

- 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 practicable.
- 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 that requires offsite medical attention occurs, Croydon Hills Primary School will:
 - record the provision of first aid treatment on Compass (Student Management System)
 - record the provision of care on eduSafe Plus. If the care is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form.
 - 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.

Croydon Hills Primary School recognises that in accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, should 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 Department's Policy and Advisory Library: [Medication](#).

COMMUNICATION

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

- Provided to staff at induction and included in staff handbook
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included as annual reference in school newsletter
- Made available in hard copy from school administration 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 school policies are also relevant to this First Aid Policy:

- Anaphylaxis Policy
- Asthma Policy
- Health Care Needs Policy
- Administration of Medication Policy
- Duty of Care Policy

POLICY DETAILS

Cycle Length	- 2 years
Requirement	- VRQA (Victorian Registration and Qualification Authority)
School Council	- Not required to pass
Published Online	- Yes (School Website)

REVIEW CYCLE

Consultation	
○ Staff	- March 2026
○ School Council	- March 2026
Ratified by	
○ School Council	- March 2026
○ Principal Julie Reid	- Day Month YEAR
Review Date	- March 2028