



**Help for non-English speakers** If you need help to understand the information in this policy please contact Sandringham College on 8599 0500.

## 1. Purpose & Rationale

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

## 2. Scope

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

- Anaphylaxis Policy
- Asthma Policy

## 3. Implementation

From time-to-time Sandringham 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 Principal will ensure that Sandringham 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 our Staff First Aid and Anaphylaxis Tracker. Our Tracker includes the training and expiry date of the first aid training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan and updated when training has been completed.

### First aid kits

Sandringham College will maintain:

- A major first aid kit which will be stored in the Admin Office at each campus.
- A number of portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in the Admin Offices and other locations at each campus.

### BLUFF ROAD CAMPUS

- College Admin Office
  - First Aid Kit

- Auto injector pen
- Asthma Kit
- Defibrillator
- Bluff Road Student Management Office
  - Auto injector pen
  - Asthma Kit
- S5 Food Tech Room - First Aid Kit
- Discovery Centre Science Staff Room - First Aid Kit

### HOLLOWAY ROAD CAMPUS

- College Admin Office
  - First Aid Kit
  - Auto injector pen
  - Asthma Kit
  - Defibrillator
- Holloway Road Student Management Office
  - Auto injector pen
  - Asthma Kit
- Dance Staffroom – First Aid Kit
- Science Prep Room – First Aid Kit
- Kitchen – First Aid Kit
- Library Staff Room – First Aid Kit
- PE Storeroom (Hall) – First Aid Kit
- Drama-works – First Aid Kit/Defibrillator
- PE Staff Room –
  - First Aid Kits
  - Outdoor Ed First Aid Kit
  - Auto Injector Pen

A designated staff member 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.

Year 7-11 students must be collected from school by a parent/carer or their designated replacement (such as a grandparent) and these must be over the age of 18. Students are not permitted to make their way home.

Students in Year 12 may make their way home independently where written consent has been provided by a parent/carer. Year 12 Students who have experienced a head injury are not permitted to make their way home and must be collected from school by a parent/carer.

### First aid room/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: [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, Sandringham College will notify parents/carers by email, phone call or Compass post.
- 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, Sandringham College will:

- record the provision of first aid treatment on Compass and/ or eduSafe Plus.
- 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](#)

#### 4. 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
- Made available to staff via Sharepoint
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Communicated via COMPASS
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## 5. 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](#)

6. The following school policies are also relevant to this First Aid Policy:

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

## 7. Policy Review and Approval

| Policy Number  | SC-OP-18   | Last Approval Date  | April 2026     |
|--|--|---|----------------|
| Policy Owner   | Sandringham College  | Approved By   | School Council |
| Policy Reviewer  | Principal Class  | Next Review Date  | April 2029     |
| Review Frequency   | Document Availability  | Policy Delivery   |                |
| <input type="checkbox"/> 1 Year<br><input type="checkbox"/> 2 Years<br><input checked="" type="checkbox"/> 3 Years<br><input type="checkbox"/> As Required<br><input type="checkbox"/> n/a | <input checked="" type="checkbox"/> College Website<br><input type="checkbox"/> Student Compass<br><input type="checkbox"/> Parent Compass<br><input type="checkbox"/> Staff Compass<br><input checked="" type="checkbox"/> Staff Information Drive<br><input type="checkbox"/> Enrolment Pack | <input checked="" type="checkbox"/> Annual Staff Meeting/briefing<br><input type="checkbox"/> Annual Parent Meeting<br><input type="checkbox"/> Annual Student Meeting<br><input type="checkbox"/> Annual School Assembly<br><input checked="" type="checkbox"/> Staff Sharedrive<br><input checked="" type="checkbox"/> College Newsletter<br><input checked="" type="checkbox"/> Staff DL |                |

