

First Aid Policy and Procedure

Purpose

Rossbourne School has procedures for supporting students with identified health needs and will provide basic first aid response as set out below to ill or injured students due to unforeseen circumstances that require emergency assistance.

Scope

This First Aid Policy applies to all students, staff, contractors, volunteers, visitors, and any other persons who may require first aid assistance while on School premises or while participating in school-approved activities. The scope of this policy includes:

- The provision of basic first aid in response to illness or injury occurring at School or during School-sanctioned activities
- Support for students with identified health needs, including those with individual health or emergency management plans
- The roles and responsibilities of staff in the management and delivery of first aid
- Procedures for responding to medical emergencies, including contacting emergency services and parents/carers
- Access to and use of first aid equipment, medication, and facilities, including designated first aid spaces
- Reckkeeping and communication requirements related to first aid incidents
- First aid arrangements for excursions, camps, and off-site activities

This policy does not cover the diagnosis or treatment of medical conditions or replace professional medical care. Where required, emergency services will be contacted and parents/carers notified as soon as practicable.

Implementation

First aid involves emergency treatment and support to:

- Preserve life through:
 - Clearing and maintaining open airways
 - Restoring breathing or circulation
 - Monitoring wellbeing until the person recovers or is transferred into the care of an ambulance paramedic, doctor or nurse
- Protect a person, particularly if they are unconscious

- Prevent a condition worsening
- Promote recovery. The goal of first aid is not to diagnose or treat the condition.

Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other staff may be required to help within their level of competency.

Procedures for Medical Treatment in an Emergency Response

In the event of an emergency and a student requiring medical attention, parents/carers will always be informed as quickly as possible of their child's condition and of the actions taken by the School.

In a medical emergency:

- Apply first aid as necessary and Call 000 and ask for an Ambulance. All teachers have the authority to call an ambulance immediately in an emergency.
- If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- Contact the First Aid Officer immediately, or ask another person to assist in locating them. Call an ambulance if advised to do so. The Principal or Rossbourne School leadership team should be advised.
- If an ambulance is called, ensure someone is out the front of the site to show them directly to the injured person. Do not move the person until the First Aid Officer arrives or ambulance paramedic arrives, unless there is direct danger e.g. fire.
- Once the First Aid Officer or ambulance paramedics arrive, staff should step aside and allow them to render their assistance. Staff should stay at the scene (if possible) to assist the First Aid Officer or ambulance paramedics with information they may require about the person.

All accidents or incidents will need to be recorded on SEQTA and also entered in the Incident and Accident Register.

It is the policy of Rossbourne School that all injuries to the head, face, neck and back are reported to the Principal or nominee in charge of First Aid and that parents/emergency contacts are contacted regarding the injury.

The Principal will review the event and provide support for staff/students if required.

Non-Emergency Response

Staff providing first aid may assess that an emergency response is not required and render assistance that does not require further medical advice e.g. Minor cuts and abrasions. In this instance any first aid provided must be recorded on SEQTA.

Students and employees who become ill whilst attending classes at the School and not classed as an emergency, will be provided with appropriate first aid treatment and may utilise the First Aid Room. Their parent/carer or emergency contact will then be contacted to arrange for the collection of the patient.

If an injured/unwell person can treat their own injuries/ailment, the First Aid Officer or another person may provide assistance if requested.

Responsibilities

First Aid Officers

Consistent with the Department of Education's First Aid guidelines, Rossbourne School will allocate staff member/s as First Aid Officer/s. The names and details of First Aid Officers, including their level of first aid and first aid expiry dates are recorded in the Register of Staff Trained in First Aid.

The Principal's First Aid nominee is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.

Their specific duties include:

- Participating in the risk management process within the School as part of the School's OHS team. This may include completing the first aid risk assessment (refer to Appendix A) contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards.
- Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers.
- Leading input on first aid requirements for excursions and camps.

Principal's First Aid nominee and First Aid Officer Duties

- Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the School (e.g. cardiac arrest or respiratory difficulties associated with asthma, management of severe bleeding, basic wound care, fractures, soft tissue injury).
- Following recording of first aid treatment as outlined above. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given.

The First Aid Officer will be available at the School during normal working hours and at other times when authorised School programs are being conducted.

Staff Training

All staff must be trained in either one of the following courses:

- HLTAID011 Provide First Aid (Level 2); or
- HLTAID012 Provide an emergency first aid response in an education and care setting. This course includes full Asthma and Anaphylaxis qualifications.

All staff members must update their HLTAID009 Provide CPR Certificate every 12 months. Staff may also be required to complete additional first aid training in anaphylaxis and asthma (refer to staff training requirements in the respective Asthma Policy and Procedure and the Anaphylaxis Management Policy and Procedure).

General organisation matters relating to first aid will be communicated to staff at the beginning of each year and in staff briefings. This will include revisions of health policies and procedures for administering asthma, diabetes and anaphylaxis medication.

First Aid Room

The School has a designated First Aid Room which will:

- Be located to provide easy access to ill/injured persons
- Be designated specifically for first aid purposes
- Be clearly identified – a green cross on a white background
- Be well illuminated and ventilated
- Have easy access to toilets
- Ensure a list of First Aid Officers names and contact numbers is clearly displayed (refer to Appendix C)
- Have emergency telephone numbers prominently displayed (refer to Appendix D)
- Be checked

The first aid room will be available for use at all times. All staff, students and visitors will be made aware of the location of the first aid room.

The Principal or delegate will be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

The First Aid Officer or a staff member delegated by the Principal will regularly review the first aid equipment, kit and supplies at least once per term or after increased usage which will include:

- Cupboard for storing basic first aid materials i.e.. dressings, medicine etc
- A resuscitation mask
- A container for soiled dressing
- A sharps disposal system (where deemed relevant)
- Power points
- A couch/bed with blankets and pillows
- An upright chair
- A first aid kit appropriate for the School (see next section)

A supply of medication for teachers will also be available in a locked drawer in the staff area. The First Aid room will provide the storage for student medication as set out in the Medication Management Policy and Procedure in keeping with the student's Medical Authorisation Form. The storage facilities will include:

- A non-portable, lockable space such as a cupboard/cabinet reserved solely for medications;
- A secure refrigerator, with authorised access only.

Emergency medication must not be stored in a locked location. All medication will be stored in the original containers according to the manufacturer's instructions and special instructions from the pharmacist or prescribing health practitioner (including medication that needs to be stored below 25 degrees Celsius).

Any students in the first aid room will be supervised by a staff member at all times.

First Aid Kits

First aid kits are located in the Gym, Canteen, and Living Skills room. These kits are separate from the supplies maintained in the First Aid Room.

Additional first aid kits will be made available for all groups that leave the school on excursions or camps. The contents of these kits will be determined based on the nature of the activities, the number of students and staff involved, and the location of the excursion or camp.

Rossbourne School will ensure at least one first aid kit is available for every 10 to 65 staff/students. The first aid kits must:

- Be located in prominent and accessible positions and ensure all staff and students are aware of their location in case of an emergency
- Have their location/s identified with a suitable sign
- Not be locked
- Must be checked regularly to ensure that contents are complete and current
- Include emergency number of First Aid Officers and emergency services
- Contain a content checklist (Refer to Appendix B), to be checked and replenished after each use and at the end of each term.

Infection and Prevention Control

Adequate infection and prevention control will be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures will always be adhered to:

- Cover cuts and abrasions with waterproof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids
- Wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes
- Wear a mask, eye protection and a gown where there is a risk of splashing blood or other body fluids
- Remove any broken glass or sharp material with forceps or tongs and place in sharps container
- Wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.

Cleaning and Sanitising

Where a blood/biological spill has occurred, the following will be adhered to:

- Isolate the area where the incident occurred
- Clean up blood and other body fluids spills with disposable paper towels/tissues or by using a biohazard spill kit
- Use hospital grade disinfectant (use 5ml of bleach to 500ml of water) to sanitise the area

- Dry the area with disposable paper towels/tissues after clean-up (as wet areas attract contaminants)
- Where a spill occurs on carpet, shampoo as soon as possible. Do not use disinfectant. Steam cleaning may be used instead
- Items such as scissors and tweezers are to be cleaned and disinfected/sterilised after use.

Disposal of Contaminated Waste

Contaminated waste (e.g. dressings, wipes, cleaning cloths, nappies, human tissue, and blood and laboratory waste) should be disposed of in:

- Appropriate biohazard waste containers/bags; or
- In the general waste in suitably labelled bags (bags are to be double bagged); or
- Sanitary waste bins.

Communication

This policy will be reviewed every two years, is available to staff on the Learning Management System and forms part of the School's induction program for incoming staff. Aspects of (and updates to) this policy will be addressed in the School's professional development updates, training programs, bulletins and newsletters.

Related Documents

- Medical Authority Form
- Student Health Support Plan
- Medication Management Policy and Procedure
- Anaphylaxis Management Policy
- Asthma Management Policy
- Incident and Accident Register
- Register of Staff Trained in First Aid

POLICY OWNER	APPROVED BY SCHOOL BOARD/PRINCIPAL	DATE APPROVED	VERSION	REVIEW DATE
Principal	Principal	12 June 2026	4	12 June 2028

First Aid Risk Assessment

This form is to be completed with reference to First Aid Policy and Procedure

1. Personal Details	
Name of Person/s Conducting the Assessment:	Date: / /
2. Items to be considered for the provision of First Aid in the workplace	Description
Type of work performed and the nature of the hazards (e.g. science laboratories, workshops, chemical storage, offices, vehicles, excursions, camps etc.).	
Potential illnesses or life threatening injuries (e.g. anaphylaxis and asthma, cardiac arrest where an Automatic External Defibrillator may be required) and likely causes.	
The size and layout of the workplace (e.g. terrain, access and egress, proximity of high hazard areas and isolated areas to first aid, etc.).	
The number and distribution of employees and others, including arrangements such as, travel requirements, visitors.	
The location of the site (e.g. proximity to medical facilities and access to ambulance services).	

3. Are following First Aid Room requirements in place?			
	Yes		Yes
Eye Protection	☐	Sharps Disposal System	☐
Gown/Apron	☐	Biohazard Waste Container	☐
		Work Bench or Dressing Trolley	☐
		List of Emergency Numbers and First Aid Officers	☐

3. Are following First Aid Room requirements in place?

	Yes		Yes		Yes
Disposable Gloves	☐	An upright Chair	☐	Electric Power points	☐
Resuscitation mask	☐	Storage Cupboards	☐	Bed with blankets and Pillows	☐

4. Minimum First Aid Facilities

Site Characteristics	Minimum first aid requirements - <i>The minimum acceptable level of training is HLTAID003 Provide First Aid</i>		Tick
Less than 50 employees (and students)	1 First Aid Officer	1 first aid kit	☐ Yes ☐ No ☐ N/A
50 - 199 employees (and students)	2 First Aid Officers	4 first aid kits	☐ Yes ☐ No ☐ N/A
200 - 399 employees (and students)	4 First Aid Officers	6 first aid kits	☐ Yes ☐ No ☐ N/A
Where access is limited to medical and ambulance services (e.g. remote workplaces, School excursions etc.)	2 additional First Aid Officers for every category	2 additional first aid kits for every category	☐ Yes ☐ No ☐ N/A

5. Additional First Aid Facilities

Insert description of additional facilities required after completing and evaluating **sections 2, 3 and 4** of this form:

6. Review Controls

Principal First Aid Nominee verifies the above first aid facilities:

Name:

☐ Effective ☐ Not effective

Date: / /

Signature:

First Aid Kit Contents Checklist

Standard First Aid Kit

Item	Quantity	Type	Expiry date	Refill?
Appropriate and current first aid manual	1			
Gauze swabs	100	7.5 x 7.5cm		
Sterile saline ampoules	12	15ml		
	12	30ml		
Paper towels	1 packet			
Sterile un-medicated non-adhesive dressings	8	5 x 5cm		
	4	7.5 x 7.5cm		
	4	10 x 10cm		
Combine pads	12	10 x 10cm		
Band aids – non-allergic/plain	1 packet			
Single use Nitrile gloves	3 packets	As required		
Steri strips (“butterfly” stitches)	1 packet			
Adhesive tape – non-allergenic/paper	1 roll	5 x 2.5cm		
Conforming bandages	2	2.5cm		
	2	5cm		
	6	7.5cm		
	2	10cm		
Triangular bandages	6			
Crepe bandages (hospital weight)	2	2.5cm		
	2	5cm		
	6	7.5cm		
	2	10cm		
Heavy elastic bandages	2	15cm		
Ventolin puffer	1			
Spacer device for Ventolin use (not reusable)	1			
70% alcohol swabs (for cleaning reusable items as required)	1 packet			
Written instructions on asthma management				
Resuscitation face mask (reusable)	1			
Medicine measure	1			
Stainless steel scissors	1			
Heavy duty pair of scissors able to cut through clothing if necessary	1			
Sharps/Biohazard container for contaminated waste	as appropriate			
Plastic bags for disposal of contaminated waste	as appropriate			

Item	Quantity	Type	Expiry date	Refill?
Tweezers	1 packet			
Gel packs (kept in refrigerator)	2			
Adhesive sanitary pads	1 packet			
Flexible "sam" splints	1 set			
Safety pins	1 packet			
Thermal blanket	1			
Blanket and sheet	1 of each			
Antiseptic hand wash/germicidal soap	1			
Box of paper tissues	1 box			
Ice cream containers or emesis bags for vomit	as appropriate			
Book to record details of first aid provided	SEQTA			
Non-stick un-medicated wound dressings	4	small		
	4	medium		
	4	large		
Sterile eye pads	1 packet			
Eye wash bottle	1			
Burns Module (non-stick gel padded dressing with bandage attached)	4 modules			
Spare auto - injection device	as appropriate			

Excursion First Aid Kits

Quantities to be determined by a risk assessment and based on activities being undertaken.

Item	Quantity	Type	Expiry Date	Refill?
Appropriate and current first aid manual	1			
Single use nitrile gloves				
Gauze swabs		7.5 x 7.cm		
Sterile saline ampoules		15ml		
		30ml		
Paper towels				
Sterile un-medicated non-adhesive dressings		5 x 5 cm		
		7.5 x 7.5cm		
		10 x 10cm		
Combine pads		10 x 10cm		
Band aids – non-allergic/plain				
Steri strips ("butterfly" stitches)				
Adhesive tape – non-allergic/paper		5 x 2.5cm		
Conforming bandages		2.5cm		
		5cm		
		7.5cm		
		10cm		
Triangular bandages				
Crepe bandages (hospital weight)		2.5cm		

Item	Quantity	Type	Expiry Date	Refill?
		5cm		
		7.5cm		
		10cm		
Heavy elastic bandages		15cm		
Ventolin puffer				
Spacer device for Ventolin use (not reusable)				
70% alcohol swabs (for cleaning reusable items as required)				
Sterile eye pads				
Resuscitation face mask (reusable)				
Medicine measure				
Stainless steel scissors		medium		
Heavy duty pair of scissors able to cut through clothing if necessary				
Disposable splinter probes				
Sharps container for waste				
Tweezers				
Chemical cold packs (no refrigeration required)				
Adhesive sanitary pads				
Flexible "sam" splints				
Safety pins				
Thermal blanket				
Antiseptic hand wash/germicidal soap				
Box of paper tissues				
Ice cream containers or emesis bags for vomit				
Plastic bags for disposal of contaminated waste				
Book to record details of first aid provided	SEQTA			
Non-stick wound dressings (padded dressing with bandage attached)		small		
		medium		
		large		
Resuscitation masks (disposable)				
Spare Adrenaline Autoinjector device	as appropriate			

Yard Duty Bags

Items	Quantity	Type	Expiry Date	Refill?
Single use nitrile gloves	2			
Sterile saline ampoules	6			
Gauze bandages	1	2.5cm		
	1	5cm		
Band-Aids	1 packet			
Resuscitation face mask (reusable)	1			
Mobile phone/cordless phone/two way radio (optional)	1			
Heavy elastic bandages		15cm		
Spare Adrenaline Autoinjector device	as appropriate			

Yard duty bags are stored outside the staff kitchen, in the walkway leading to the School yard, allowing for easy collection and return.

First Aid Summary Sheet

This sheet should be displayed near first aid kits, in first aid room/sick bay and on notice boards

First Aid Officers

Insert Photo

Insert Photo

Name

Name

Telephone extension n/mobile Telephone extension/mobile

ECO ROLES ACTIVITIES	PRIMARY CONTACT		SECONDARY CONTACT	
	NAME	MOBILE	NAME	MOBILE

Nearest Medical Centre	Nearest Hospital
Hawthorn Medical 125 Power Street Hawthorn Vic 3122 Tel: 9818 3377	Royal Children's Hospital 50 Flemington Rd, Parkville VIC 3052 Tel: 9345 5522

Victorian Poisons Information Line

Available 24 hours a day, 7 days a week on **13 11 26** or call **000** in an event of an Emergency.

Emergency Phone Numbers

Emergency Contact	Contact Telephone Number
Fire or Police	000
Ambulance	000
Victoria Police Assistance Line	131444
State Emergency Service (SES)	132 500
Accident Towing	131 176
WorkSafe	132 360
Environmental Protection Agency (EPA)	1300 372 842; 9695 2700
Gas: Leaks and Emergencies	1800 427 532
Electricity: Power Failure	131 280
Poisons Information Centre	131 126
Counselling – Lifeline	131 114
Nurse On Call	1300 606 024
Public Transport Victoria & Timetables	1800 800 007
Rossbourne School Facilities Manager	0418 533 409
Hospitals: • Dentists: Dental Hospital Service • The Royal Melbourne Hospital • The Royal Women's Hospital • The Royal Children's Hospital	1300 360 054 03 9342 7000 03 8345 2000 03 9345 5522
Medical Centres: Hawthorn Medical 125 Power Street Hawthorn VIC 3122 Tel: 9818 3377 Hawthorn Doctors 585 Glenferrie Road Hawthorn VIC 3122 Tel: 9818 1146 Hawthorn East Medical Centre 64 Auburn Grove Hawthorn East VIC 3123 Tel: 7032 5532 Medical Centre Hawthorn 85 Riversdale Road Hawthorn VIC 3122 Tel: 8851 9199	Local Police Stations: Camberwell Police Station 317 Camberwell Road, Camberwell VIC 3124 Phone: (03) 9882 0688 Public Counter Hours: Monday to Friday, 10:00 AM to 6:00 PM Boroondara Police Station: 34 Harp Road, Kew VIC 3101 Phone: (03) 8851 1111 Public Counter Hours: Open daily, 2:00 PM to 10:00 PM