



FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Traralgon College on 5176 2240.

PURPOSE

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

SCOPE

First aid requirements for anaphylaxis and asthma are provided for in Traralgon College's:

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. The school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY

From time to time Traralgon College staff might need to administer first aid to students at school or during school activities.

Parents/carers/guardians should be aware that the purpose of first aid is not diagnosis or treatment of a condition.

Staffing

The Principal will ensure that Traralgon College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

The school's trained first aid officers are listed in our First Aid Training Register. A small number of those staff are listed on our Emergency Management Plan (EMP) to meet minimum requirements. The EMP and Training Register includes the expiry dates of the training.

This list is reviewed on a bi-annual basis as part of the review of our Emergency Management Plan.

First aid kits

Traralgon College will maintain:

- A major first aid kit which is stored in the First Aid room at each campus.
- A minimum of 40 (17 at Shakespeare Street and 23 at Grey Street) portable first aid kits which are to be used for excursions, camps, or yard duty. The portable first aid kits are stored:
 - Camp & Excursion Kits are located in the First Aid room at each campus.
 - Yard Duty Kits are located at the following locations throughout the school:



- Grey St
 - All sub-school offices.
 - PE/Science staff room.
 - W block staffroom.
 - First Aid room.
- Shakespeare St
 - All Sub-school offices.
 - DI office.
 - First Aid room.

The First Aid Officers are 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 First Aid room at Grey Street campus and the Administration office at Shakespeare st office 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.

First aid room

Our school follows the Department's policy and guidance in relation to our first aid rooms to ensure they are 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 on a school activity requiring 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.
- Staff may in a medical emergency 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.
- Traralgon College will notify parents/carers by phone call if first aid is administered for a minor injury or condition.
- School staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical in an emergency situation or if first aid is administered for a serious injury or condition.
- 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 if staff providing first aid determine that an emergency response is not required but that medical advice is needed.

Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Traralgon College will:



- record the provision of first aid treatment on Compass. In some cases, eduSafe Plus will also be used for recording first aid treatment. Traralgon College will maintain a separate list of first aid treatments that require edusafe Plus recording.
- If the first aid treatment is provided following a recorded incident, the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
- 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 standard first aid treatments as 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:

- Made publicly available on the College website.
- Included in staff induction process training and Handbook.
- 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:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Approved by	Principal
Next scheduled review date	June 2030