

FIRST AID POLICY

1.0 INTRODUCTION

St Michael's Catholic Primary School, Heyfield (the School) is a diverse workplace that contains a complex range of safety hazards. The School must plan for the first aid needs of students and staff during approved school activities, whether conducted on the School premises or offsite.

This First Aid Policy (Policy) identifies the first aid requirements necessary to ensure all injured and ill persons are provided with immediate and adequate treatment of injury and illness both at the School and during approved offsite school activities. This includes:

- ensuring the school community understands the School's approach to first aid for students and staff.
- administering first aid to students, when in need, and in a competent and timely manner.
- planning arrangements relating to ill students.
- recording student's health problem and communicating to parents.
- providing supplies and facilities to cater for the administering of first aid.
- ensuring all staff are informed of students with potential life-threatening and serious medical conditions.
- the distribution of medication to students.

Trained First Aid Officers will provide initial care to ill/injured students, staff and others by delivering first aid care in accordance with approved training and where appropriate, referring the ill/injured person for additional medical advice and care.

The School ensures that there are adequate staff trained in first aid who can assist ill/injured students, staff and others, and has an obligation to ensure that designated First Aid Officers have completed recognised first aid training. As a minimum, Provide First Aid - HLTAID0011 as well as an annual refresher for Cardiopulmonary Resuscitation (CPR) - HLTAID009 are completed by staff.

2.0 PURPOSE

This Policy supports the delivery of a sustainable and inclusive education that nurtures each student's potential, equips them to thrive in a dynamic world and is enriched by our flourishing Catholic culture. This Policy is underpinned by the DOSCEL values of *Integrity, Excellence and Inclusion*.

This Policy articulates how the School meets the first aid needs of students and staff at school or on approved offsite school activities.

This Policy informs the procedures related to the treatment of illness and injury within the school.

3.0 CATHOLIC MISSION

The School brings to life the mission of the Catholic Church by engaging and aligning all efforts toward the achievement of DOSCEL's vision for education: *faith-inspired educational excellence for a hope filled future.*

4.0 COMMITMENT TO CHILD SAFETY

The School holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education. This commitment is drawn from the teaching and mission of Jesus Christ.

5.0 SCOPE

This Policy fulfills the Victorian Registration and Qualifications Authority's (VRQA) Minimum Standards for School Registration obligations, requiring the School to have policies and procedures to provide students with a safe environment where the risk of harm is minimised, students feel safe and all staff are aware of their legal obligations.

This Policy applies to all staff and students, and to the treatment of illness and injury within the School.

This Policy applies whilst students are engaged in offsite activities, such as excursions and school camps, and where external parties are engaged in support of student learning.

6.0 POLICY OUTCOMES

The outcomes of this Policy are:

- 6.1 The School has clear procedures for managing general first aid for staff and students.
- 6.2 The School has clear procedures for the management and dispensing of medication.
- 6.3 The School has clear procedures for managing infection and prevention control.
- 6.4 The School keeps records related to the provision of care resulting from a student or staff incident, injury or illness, including the administration of first aid.
- 6.5 The School has clear processes for effective supervision of the first aid room.
- 6.6 The School has a dedicated first aid room/sick bay.
- 6.7 First aid facilities are maintained and reviewed.
- 6.8 The School has first aid kits that are maintained appropriately.

- 6.9 Medical management plans are provided for students with potential life-threatening and serious medical conditions.
- 6.10 Identified staff are trained in first aid and a record of trained staff is maintained.

7.0 DEFINITIONS

First Aid Room/Sick Bay: A designated area (room or bay) clearly identified with appropriate signage. Sickbays should meet as many as possible of the minimum requirements for first aid rooms.

Medication: Medication that is prescribed by a medical practitioner to be taken at scheduled times.

8.0 COMMUNICATION

This Policy is available on the School portal and provided to parents upon request.

This Policy is available to staff through the staff portal and through school induction.

9.0 POLICY INFORMATION

Policy Owner	People, Culture and Safety
Approving Authority	DOSCEL Board
Assigned Board Committee	Finance, Audit and Risk
Board Approval	20 February 2026
Risk Rating	Low
Implementation	March 2026
Review Date	2029

POLICY DATABASE INFORMATION	
Supporting Documents	Duty of Care Policy