



Rosehill Secondary College

First Aid Policy

1. PURPOSE

The purpose of this policy is to ensure the school community understands our school's approach to first aid for students.

2. SCOPE

First aid for anaphylaxis and asthma are provided for in our schools:

- [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.

3. POLICY

From time-to-time Rosehill Secondary College staff might need to administer first aid to students at school or at 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 Rosehill Secondary 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). 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

Rosehill Secondary College will maintain:

- a major first aid kit which will be stored in the Sick Bay – Administration building.
- 10 first aid kits located:
 - Art Office
 - Dance Room
 - Food Technology Office
 - Junior School Office
 - Library
 - Materials Technology Office
 - Middle School Office
 - Science Preparation Area
 - Year 11 Centre Office
 - Year 12 VCE Centre Office
- 12 portable first aid kits which may be used for excursions and camps, and 80 portable first aid kits issued to staff for yard duty. The 12 portable first aid kits will be stored:
 - In the Administration office

The First Aid Officer (Maree Kelly) 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.

Sick Bay Area

Our school follows the Department's policy and guidance in relation to our 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. Minor injuries are those that do not interrupt the student's school attendance. (Appendix B) After basic first aid the student can return to class. Rosehill Secondary College will notify parents/carers via Compass.
- If first aid is administered for a *moderate* to *severe* injury or condition, or in an emergency. A moderate injury is one that will prevent the student from attending class for the remainder of the school day or longer (Appendix B). 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, Rosehill Secondary College will:
 - Record the provision of first aid treatment on Sick Bay log, Compass and eduSafe Plus where applicable.
 - 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 and Training policy, analgesics, including paracetamol and aspirin, will not be stored at school or provided as 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](#)

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
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter

4. EVALUATION

This policy will be approved annually and reviewed every three years.

REFERENCES AND RELATED DOCUMENTS:

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

This policy was last reviewed:	27 th May 2022
Approved by:	Principal
Next scheduled review date:	May 2025

Appendix A: Extract from [Incident Severity Rating Decision Making Matrix](#) Factor 1 : impact on student

Incident Severity Rating					
Factor 1: Impact on student, or student and staff health, safety and wellbeing with consideration of future support required.					
No Impact	Minor	Moderate	Major	Severe	Catastrophic
No impact on student or staff health, safety and wellbeing	Minor injury / ill health requiring no first aid or peer support for stress/trauma incident	Injury / ill health requiring first aid or psychological first aid for stress/trauma incident	Injury/ill health requiring medical attention or stress/trauma incident requiring professional support relevant to the injury	Injury/ill health requiring hospital admission or stress/trauma incident requiring ongoing clinical support	Fatality, permanent disability or widespread traumatic incident requiring extensive ongoing clinical support

Appendix B

Response to Head Injuries:

1. Apply First Aid DR ABC
 - a. In particular check for:
 - i. Check for deformity to the head in the form of lumps, bumps, bruises or lacerations.
 - ii. Bleeding from any part of the head.
 - b. Ask the following questions:
 - i. Did you black out or lose consciousness? (Check if other bystanders witness the incident and can provide information).
 - ii. Is your neck sore or are you experiencing any pain; head, neck or shoulders?

Mild Head Injury:

- Brief altered conscious state at the time of the injury
- The patient remains alert and interactive following the injury
- Bruises or cuts to the head
- No other symptoms

Moderate to Severe Head Injury

- Loss of Consciousness, no matter how brief
- Drowsy or not responding to your voice
- Confusion, memory loss and or disorientation
- Visual disturbance
- Limb weakness
- Seizure activity

Determine the need for ambulance (000): always call for Moderate and Severe injuries.

2. Call the Sick bay number **9331 96 11**, to inform First Aid Team.
3. The person administering first aid remains with the student at all times
4. Leave the student where they are:
 - a. Limit movement or move to recovery position if applicable.
 - b. Keep the student warm and comfortable.

Head Injuries

https://www.rch.org.au/kidsinfo/fact_sheets/head_injury (accessed 25/09/2023)

Appendix C STAFF TRAINED IN FIRST AID – taken from Emergency Management Plan at time of publishing

Staff Member	Expiry Date	Staff Member	Expiry Date
Bethany, Allen	12/10/2025	Mitic, Ljiljana	26/10/2023
Marrisa, Aquilina	10/10/2025	Purvis, Taryn	26/10/2023
Beswick, Anna	10/10/2026	Raiti, Alfio	11/10/21
Billett, Ling	12/10/2025	Riquelme, Suzane	12/10/2025
Cole, Timothy	12/10/2013	Rose, David	12/10/2025
Creed, Felicity	10/10/2025	Singleton, Virginia	11/10/2026
Davies, Heather	12/10/2025	Sharma, Meena	11/10/2026
De Cata, Larry	10/10/2025	Tetradis, John	12/10/25
Fitzgerald, Natalie	11/10/2026	Tran, Winnie	08/08/2022
Gu, Fiona	10/10/2024	Wasif, Stephanie	26/10/2020
Gualtieri, Brooke	26/10/2023	Derks, Benjamin	2/06/2022
Gulbenkian, Chloe	08/08/2026	Hagan, Daniel	
Janit, Retna	11/10/2024	Kelly, Maree	09/10/2026
Kennedy, Caitlin	11/10/2026	Smith, Shannon	26/10/2025
Kissick, Caleb	12/10/2022	Susnjara, Jayne	2/6/2025
Liberidis, Billy	10/10/2022	Wallace, Daneil	2/06/2025
Mitchell, Michelle	12/10/2022	Wilson, Leesa	2/06/2025
Mora, Gladys	12/10/2025		
Morabito, Josephine (Fiona)	26/10/2023		
Mortensen, Sonia	11/10/2026		
Updates 26/09/23 take from Emergency Management Plan at time of publishing.			