



Glenroy Specialist School

FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Glenroy Specialist School on 03 9304 2263.

PURPOSE

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

SCOPE

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

- *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.

POLICY

From time to time Glenroy Specialist School 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 ensures that Glenroy Specialist School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Designated Glenroy Specialist School first aid officers complete the following training;

- HLTAID001 completed every 3 years
- HLTAID009 refreshed annually

Our school's trained first aid officer staff groups are listed in our Emergency Management Plan (EMP). Our OH&S training spreadsheet lists individual officers and the dates they received training.

The staff and training dates are reviewed on an annual basis as part of the annual review of our Emergency Management Plan with reference to the OH&S training spreadsheet.

First aid kits

Glenroy Specialist School maintains:

- Major first aid supplies, stored in the central Nursing treatment room.
- Six portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kits are stored:
 - 1x in each sub school hub (Junior, Middle & Senior)
 - 2x in the Administration office
 - 1x at the Swimming Pool

The OH&S Manager is 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 will be assessed by a Registered Nurse. Depending on the nature of their symptoms, the Nurse may contact parents/carers or an emergency contact person to ask them to collect the student.

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. The expectation is that the Registered (School Nurse) is aware of the emergency first if on-site and will coordinate a response.
- 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 should the School Registered Nurse be unavailable.
- If first aid is administered for a minor injury or condition, Glenroy Specialist School will notify parents/carers by text message, phone call or via the home-school communication book.
- 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, Glenroy Specialist School will:

- record the provision of first aid treatment on Xuno.
- If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form.
- follow the department's [Reporting and Managing School Incidents \(including emergencies\) Policy](#) if care was provided in response to a significant medical emergency or reportable incident. This includes 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 policy, analgesics, including paracetamol and aspirin, are not to be provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

Families are strongly encouraged to provide a medical prescription at the start of the year for simple analgesia via a medication authority form.

For further information refer to the department's Policy and Advisory Library: [Medication](#)

COMMUNICATION

This policy is 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
- Hard copy available 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](#)
- [COVID-19 - School Operations](#)

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	18/09/2026
Approved by	Principal
Next scheduled review date	18/09/2030

