NUMURKAH SECONDARY COLLEGE
FIRST AID POLICY

Policy last reviewed	June 2026
Consultation	School leadership team
Approved by	Principal
Next scheduled review date	June 2029

PURPOSE
To ensure the school community understands the Numurkah Secondary College's approach to first aid for all 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 Numurkah Secondary College 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 will ensure that Numurkah Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Numurkah Secondary College trained first aid officers are outlined in the EMP. Our EMP includes the expiry dates of the training.

First aid kits
Numurkah Secondary College will maintain:

- A major first aid kit which will be stored in the General Office.
- Five portable first aid kits are available to be used for excursions, camps, or yard duty. The portable first aid kits will be stored at the general office.

The designated First Aid Staff Member 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.

However, if a student becomes unwell during the school day they may be directed to 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.

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.

The first aid rooms on all campuses includes a space where ill students could rest comfortably and in privacy while being monitored by staff.

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, Numurkah Secondary College will notify parents/carers by phone.
- 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 has been administered for minor incidents to a student Numurkah Secondary College will:
  - record the provision of care on school compass.
  - Contact home via a phone call
- Whenever first aid treatment has been administered for more serious incidents to a student Numurkah Secondary College will:
  - record the provision of care on eduSafe Plus. If the care 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 a 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 process and training
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

Health Care Needs
Administration of Medication
Anaphylaxis
Asthma

This policy should be read in conjunction with The Department of Education's Policy and Advisory Library (PAL) Documentation: •

- First aid for Students and Staff
- Health Care Needs
- Infectious Diseases
- Blood Spills and Open Wounds
- Medication
- Syringe Disposals and Injuries