



**Help for non-English speakers**

If you need help to understand the information in this policy please contact the School Office on 88239500

**PURPOSE**

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

**SCOPE**

First aid for anaphylaxis and Asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

**POLICY**

From time to time Malvern Central 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 will ensure that Malvern Central School 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**

Malvern Central School will maintain:

- A major first aid kit which will be stored In the Spring Road and Park Street offices.
- 3 portable first aid kits which may be used for excursions and camps at Spring Road.
- 1 portable first aid kit which may be used for excursions and camps at Park Street.

The portable first aid kits will be stored in the Spring Road First Aid room and Park Street Staffroom.

Admin staff 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 Office during class time and the Staffroom during recess and lunch to be 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.

Our school follows the Department's policy and guidance in relation to our sick bay areas 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, Malvern Central School will notify parents/carers by sending an Illness/Injury notification home to parents/carers and a phone call if a knock to the head.
- 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, Malvern Central School 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, an Illness/Injury notification slip will be sent home with the student.
  - 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 guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatment. 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:

- Included in staff induction processes and staff training
- Available publicly on our school’s website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)

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	23 June 2026
Approved by	Imogen Lippiatt
Next scheduled review date	June 2030

## IMPLEMENTATION GUIDE

Compulsory for all Victorian government schools?	Approval by school council?	Recommended consultation	Required communication methods	Recommended review cycle
Yes, a school policy addressing this issue is required the Minimum Standards for school registration (and school reviews).	No	Consultation with your school council is not recommended for this policy as it is operational. Principals may choose to present it to school council for noting.	Your local school policy must be included in: <ul style="list-style-type: none"> <li>- Your school website</li> <li>- Induction processes and training</li> </ul>	3-4 years

