

First Aid Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office on 03 8552 0583 or 03 98713275

School Profile Statement

Avenues Education is a South East Victoria Region (SEVR) outreach government school that works in partnership with Child Youth Mental Health Services (ICYMHS). ICYMHS refer students to Avenues Education to provide targeted educational programs for individual and groups of students experiencing social, emotional, and/or mental health difficulties in accessing education. Students participating in Avenues Education retain enrolment in their school of origin. Depending on the program and individual health needs, students undertake sessions with Avenues Education either at their school of origin or at Avenues Education locations.

Purpose

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

Scope

This policy applies to the first aid requirements of students taught at the Alfred ICYMHS Moorabbin Site and the Eastern ICYMHS Ringwood Site. On the Eastern Health ICYMHS Box Hill Hospital Adolescent Inpatient Unit (AIPU), first aid is managed by health staff on the ward. When students are taught by AE teachers at base schools, that school retains responsibility for managing the first aid requirements of the students.

First aid for anaphylaxis and asthma are 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 Avenues Education 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 Avenues Education has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

All of our staff are trained first aid officers and this is listed in our Emergency Management Plan (EMP) and on our First Aid Register. Our EMP and register includes the expiry dates of the training. These documents are reviewed on an annual basis.

First aid kits

Avenues Education will maintain:

- A major first aid kit which will be stored in the Teachers' Office at the Moorabbin site and in the administration office at the Ringwood site staff use
- Avenues Education has four portable first aid kits. The portable first aid kits will be stored in the:
 - Moorabbin site Teachers' Office
 - Ringwood site Administration Office
 - Ringwood site PEP Group Room
 - Box Hill Hospital AIPU Teachers' Office

The First Aid Officers (Business Manager & Administration Assistant) will be responsible for maintaining all first aid kits.

Care for ill students

Students who are unwell should not attend our school sites. If a student becomes unwell whilst onsite, staff will contact parents/carers or an emergency contact person to ask them to collect the student.

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, Avenues Education will notify parents/carers by phone call.
- 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 to a student, Avenues Education will:
 - record the incident on the students' COMPASS profile.
 - if first aid was administered in a medical emergency, 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.

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 treatments. This is because they can mask signs of serious illness or injury.

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
- Included in staff handbook / manual

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](#)

The following school policies are also relevant to this First Aid Policy:

- Health Care Needs Policy
- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy

Policy review and approval

Policy last reviewed	7.05.2025
Approved by	Principal
Next scheduled review date	May 2029